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OFFICE OF THE BOARD OF TRUSTEES

50 Phelan Avenue, Box E200, San Francisco, California 94112
(415) 239-3303 Fax (415) 239-3918

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/28/99

AGENDA CLOSED SESSION BOARD OF TRUSTEES OF THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

DOWNTOWN CAMPUS
800 Mission Street
San Francisco
THURSDAY October 28, 1999
5:00 P.M.

DOCUMENTS DEPT.

OCT 26 1999

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10-26-99A11:13 RCVD

- I. OPEN SESSION
Announcement of Closed Session Topics
- II. CLOSED SESSION
- A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (G.C. 54956.9(a))
 1. Save our Landmark Theaters v. SFCCD
San Francisco Superior Court Case # 997441
 2. Mandanis vs. City College of San Francisco; et al.
Northern District of California
U.S. District Court Case # C99-3673 M JJ
 3. Church v. City College of San Francisco
Superior Court Case # 997556
 4. Cook v. SFCCD
San Francisco Superior Court Case # 999292
 5. Associated Students v. Honorable Board of Trustees of the SFCCD, et al.
Court of Appeal, First Appellate District
Case Nos. A080472 & A081725
 6. SFCCD v. Kintz
San Francisco Superior Court Case # 980794
Court of Appeal No. A081378

BOARD OF TRUSTEES

Lawrence Wong, President • Dr. Anita Grier, Vice President • Dr. Natalie Berg
Robert E. Burton • James Haskell Mayo, II. • Rodol E. Rodis • Robert P. Varni
Dr. Philip R. Day, Jr., Chancellor

7. SFCCD v. Doukas et al.
Case No. BAP No. NC-98-1587
8. Daniel Curzon – Brown, et al. v.
SFCCD et al.
San Francisco Superior Court Case # 307335

**B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
(G.C. 54956.9)**

Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) - 3 cases

C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

D. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Lawrence Klein, Jeffrey Sloan,
Carmen Plaza de Jennings, and
Steve Hale

Employee Organizations: Service Employees International Union (SEIU) 790,
American Federation of Teachers (AFT) 2121 & Department Chairperson Council
(DCC)

2. Agency Designated Representatives: Lawrence Klein, Jeffrey
Sloan, Carmen Plaza de Jennings and
Steve Hale

Unrepresented Employees: Gardener, Nursery Specialist, Electrician Supervisor I,
Electrician, Painter, Painter Supervisor I, Plumber, Steamfitter, Stationary Engineer,
Truck Driver, Locksmith, Carpenter, Carpenter Supervisor I, District Designated
Managers, Supervisors, and Confidential Classifications.

III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government
Code 54954.3 and Education Code 72121.



OFFICE OF THE CHANCELLOR

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3303 • FAX 415. 239.3918

October 21, 1999

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Re: 1999-2000 Financial Report as of October 21, 1999

1999-2000 Fiscal Year (Cost-to-Continue Budget):

Summary by Activity: (30.77% of the fiscal year has been completed)

- 32.90% of the budget has been expended/encumbered

Summary by Expenditure Category:

- Estimating that 98.37% of the expenditure budget will be expended
- Projecting an ending balance totaling \$2.179 million
- Projected expenditures include an additional \$500,000 to increase the Spring 2000 course offerings in an effort to increase enrollment
- Fringe benefits estimated higher as a result of increasing health care costs for current and retired employees

James Kendrix will further review and highlight all of this information during the Financial Report section of our upcoming meeting.

Thanks and if you have any questions in advance of our meeting, please don't hesitate to contact James (241-2259), Peter (241-2229), or myself (239-3303)

BOARD OF TRUSTEES

LAWRENCE WONG, PRESIDENT • DR. ANITA GRIER, VICE PRESIDENT • DR. NATALIE BERG

ROBERT E. BURTON • JAMES HASKELL MAYO, II • RODELE RODRIGUEZ • ROBERT P. JARNI

DR. PHILIP R. DAY, JR., CHANCELLOR

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City College of San Francisco
1999-2000 General Fund Unrestricted Budget - Expenditure Summary
As of October 21, 1999

Summary by Activity

	[A] Annual Budget	[B] Expenditures	[C] Encumbrances	[D] Available Balance	[B]+[C]/[A] Percent Expended & Enc.	[D]/[A] Percent Available
Instruction	\$ 85,205,966	\$ 24,999,344	\$ 721,736	\$ 59,484,886	30.19%	69.81%
Student Services	12,805,508	3,528,705	237,142	9,039,661	29.41%	70.59%
Operating & Maintenance	14,335,171	3,274,908	2,825,443	8,234,820	42.56%	57.44%
Planning and Policy Making(1)	3,723,022	912,099	267,214	2,543,709	31.68%	68.32%
General Institutional Services (2) (3)	17,993,557	4,986,286	2,347,778	10,659,493	40.76%	59.24%
Total	\$134,063,224	\$ 37,701,342	\$ 6,399,313	\$ 89,962,569	32.90%	67.10%

(1) Includes: Chancellor's Office, Research and Planning, General Counsel, Chief Operating Officer, Affirmative Action, Public Relations, Facilities and Planning.

(2) Includes: Human Resources, Staff Development, Staff Diversity, Business Services, Administrative Services, Central Services, Information Technology Services.

(3) Budget Amount includes \$1.8 million for wage adjustments.

Summary by Expenditure Category (1)

	[A] Annual Budget (2)	[B] Year to Date Expenditures	[C] Encumbrance	[A] Available Balance	[B] Projected Exp. 10-22-99/6-30-00	[B] Projected Annual Costs	[A]-[B] Estimated Balance
Academic Salaries	\$ 69,862,008	\$ 21,375,629	\$ -	\$ 48,486,379	\$ 47,657,490	\$ 69,033,119	\$ 828,889
Classified Salaries	\$ 27,914,570	6,622,923	0	21,291,647	20,336,794	26,959,717	954,853
Employee Benefits	\$ 18,543,640	4,922,305	163,270	13,458,065	13,300,000	18,385,575	158,065
Supplies & Materials	\$ 2,277,751	429,493	707,549	1,140,709	1,070,000	2,207,042	70,709
Other Expenses	\$ 10,536,618	2,631,217	4,925,287	2,980,114	2,825,000	10,381,504	155,114
Capital Outlay	\$ 2,181,195	1,599,682	242,822	338,691	338,000	2,180,504	691
Other Outgo	\$ 879,662	120,093	360,385	399,184	388,000	868,478	11,184
Unallocated (2)	\$ 1,867,780	-	0	1,867,780	1,867,780	1,867,780	-
Total Unrestricted	\$ 134,063,224	\$ 37,701,342	\$ 6,399,313	\$ 89,962,569	\$ 87,783,064	\$ 131,883,719	\$ 2,179,505

(1) Estimated 1999-00 Revenue and Resources total \$133.2 million.

(2) Budget Amount column includes \$1.1 million for 1998-99 encumbrances.



OFFICE OF THE BOARD OF TRUSTEES

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(415) 239-3303 Fax (415) 239-3918

NOTICE

REGULAR MEETINGS

OF THE

BOARD OF TRUSTEES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

LOCATION: DOWNTOWN CAMPUS
CONFERENCE ROOM - 2nd floor
800 MISSION STREET

DATE: THURSDAY, October 28, 1999

TIME: 5:00 PM

This meeting is normally devoted to Closed Session Topics.

LOCATION: DOWNTOWN CAMPUS
EDUCATION PALATE
800 MISSION STREET, SAN FRANCISCO

DATE: THURSDAY, October 28, 1999

TIME: 6:00 PM

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.

Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

BOARD OF TRUSTEES

Lawrence Wong, President • Dr. Anita Grier, Vice President • Dr. Natalie Berg
Robert E. Burton • James Haskell Mayo, II. • Rodel E. Rodis • Robert P. Varni
Dr. Philip R. Day, Jr., Chancellor

DOCUMENTS DEPT.

OCT 26 1999

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TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly scheduled meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolutions are subject to amendment and replacement.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough Street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.
2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:
 - a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR
 - b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR
 - c) The item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

For Members of the Public:

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

From PM 1.05 A:

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

From PM 1.05 L:

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interferences with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

**Regular Meeting of the
Board of Trustees of the
San Francisco Community College District**

**City College of San Francisco
DOWNTOWN CAMPUS
Educated Palate
800 Mission Street
San Francisco
Thursday, October 28, 1999**

Open Session - 6:00 p.m.

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes
Regular Meeting Minutes – September 30, 1999
- IV. Adoption of Resolutions Agenda
- V. Approval of Consent Agenda Items as Listed:
- VI. Special Presentations
- VII. Monthly Financial Report – James Kendrix
- VIII. Action on Other Resolutions Agenda Items
- IX. Report from Constituent Groups
 - Academic Senate - Ray Berard, President
 - Associated Students - Rachel Wood, President
 - Classified Senate - Alice Munoz-Shvarts, President
- X. Board of Trustees' Report
- XI. Chancellor and Staff Reports
- XII. Close Session Announcements - Legal Counsel Ronald Lee

*c - It is recommended that all resolution agenda items identified with letter *c in the right hand column are eligible for consideration as Consent agenda items.

XIII. Requests to Speak

XIV. Adjournment

FINANCE (Pages 1-23)

GENERAL FUND

B1 - Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended June 30, 1999.

B1a - Authorization be hereby given for approval to contract with the Mexican Museum located at Fort Mason for special services to provide direct services for the Diego Rivera Mural Project to generate a major educational project at CCSF for the time period of November 1, 1999 through January 31, 2000, in the amount not to exceed \$6,000

* c

CAPITAL OUTLAY

B2 - Authorization be given to contract with Page & Turnbull, a certified Local Business Enterprise (LBE) Owned, for special services and advice to provide the District with complete historic preservation architectural services, for the Project: New Campus for Chinatown/North Beach, including the Historic Preservation of the Colombo Building at a cost of \$16,090 to be completed on or before June 30, 2002.

* c

B3 - Authorization be given to contract with Ventana Aluminum Manufacturing Company, the lowest responsible bidder to provide replacement windows for the project: North and South Gymnasiums Window Replacement at a cost of \$64,121.27, to be completed on or before June 31, 2000.

* c

B4 - PULLED

B5 - Authorization be given to Contract with Signet Testing Lab, Inc., (Caucasian), to provide for materials testing and special inspection services for the Project: Batmale Hall Mechanical Room Roof Enclosure, at a cost not to exceed \$4,932. This contract will be completed prior to December 31, 2000

* c

B6 - Authorization for six (6) Contract Modification(s) totaling \$22,615 for Special Services Contract(s) and Construction Contract(s)

* c

* c - It is recommended that all resolution agenda items identified with letter * c in the right hand column are eligible for consideration as Consent agenda items.

- B7 - Authorization be hereby given to contract with Dahl-Beck Electric Co., (Caucasian) the lowest responsible bidder, for the project: Evans Campus Building Emergency Lighting Power System Replacement at a cost of \$27,753, to be completed on or before January 31, 2000. * c
- B8 - Authorization be hereby given to contract with KTY Enterprises, Inc., a Minority Business Enterprise (Asian) and the lowest responsible bidder, for the project: John Adams Childcare Development Teaching Facility, Phase II at a cost of \$248,000, to be completed on or before January 31, 2000. * c
- B9 - Authorization be given to Contract with Signet Testing Lab, Inc.,(Caucasian), to provide for materials testing and special inspection services for the Project: John Adams Childcare Development Teaching Facility, Phase II, at a cost not to exceed \$4,533. This contract will be completed prior to December 31, 2000. * c
- B10 - Authorization be given to contract with City and County of San Francisco Department of Public Works to provide installation work for the project: North and South Gymnasiums Window Replacement at a cost of \$30,298, to be completed on or before June 30, 2000. * c
- B11 - Authorization be given to contract with Pete O. Lapid and Associates, Inc., a certified Local Business Enterprise and Minority Business Enterprise (Asian), for special services and advice to provide the District with complete electrical engineering and construction administration services, for the Project: Science Hall Building Electrical Supply System Upgrade at a cost of \$16,200 to be completed on or before December 31, 2000. * c
- B12 - PULLED

GRANTS

- B13 - Authorization be hereby given to enter into four special services contracts during the period of October 1, 1999 to December 31, 1999 with the following consultants: 1) Ben Shohfi for providing 144 hours of services at the rate of \$25 per hour for a total not to exceed \$3,600; 2) Diane Hume for providing 72 hours of services at the rate of \$50 per hour for a total not to exceed \$3,600; 3) Yasuko Kazama for providing 240 hours of services at the rate of \$25 per hour for a total not to exceed \$6,000; and 4) Kit Bun Mak for providing 300 hours of services at a rate of \$25 per hour for a total not to exceed \$7,500. * c

 *c - It is recommended that all resolution agenda items identified with letter *c in the right hand column are eligible for consideration as Consent agenda items.

- B14 - Authorization is hereby given to contract with Laurie R. Friedman for providing the OSHA Emergency Action Plan Training to employees of San Francisco Airport Commission during the period of October 1, 1999 to January 31, 2000 for a cost not to exceed \$40,000.

* c
- B15 - Authorization to amend the following resolution as indicated in the table totaling \$1,115,276.

* c
- B16 - Authorization be hereby given to accept funds in the amount of \$5,902 from Chabot-Las Positas Community College District for participation in the implementation of the California Early Childhood Mentor Program for the 1999-2000 academic year.

* c
- B17 - Authorization be given to submit an application and appropriate all funds receivable upon approval from the San Francisco Department of Human Services for the San Francisco Construction & Maritime Center for the period of November 1, 1999 until August 1, 2001 in the amount not to exceed \$1,099,999.

* c

Equipment, Supplies & Services (Pages 24-31)

- C1 - Procurement of equipment, supplies, services, etc., less than \$3,000

* c
- C2 - Procurement of equipment, supplies, services, etc., \$3,000 or more

* c
- C3 - Acceptance of Gifts

* c

Human Resources (Pages 32-50)

- F1 - Resignation with the Intent to Retire Educational Academic Administrator

* c
- G1-10 - Academic Employees, Credit Program, District Funded

* c
- H1 - Academic Employees, Credit Program, Categorically Funded

* c
- L1 - Amending employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c) termination of the amendment to employment contract.

* c

 *c - It is recommended that all resolution agenda items identified with letter *c in the right hand column are eligible for consideration as Consent agenda items.

- L2 - Reemployment of Service Retirants Under Education Code Section 24214 * c
- N1 - Academic Employees Community Services Classes * c

Special (Pages 51-58)

- S1 - Recommend Voluntary Recognition of Six San Francisco Building and Construction Trades Council Unions as Exclusive Representative for a Skilled Crafts Bargaining Unit * c
- S2 - Recommendation to Refrain from Business Meetings or events on Rosh Hashana and Yom Kippur
- S3 - Authorization be hereby given to the San Francisco Community College District to conduct Fall 2000 and Spring 2001 Study Abroad Programs to Florence, Italy, provided that the program be conducted in conformance with applicable laws. The District shall expend no funds for transportation, housing, meals, or incidentals and that the District obtain proposals from qualified contractors to provide necessary transportation and other services in connection with said excursion. * c
- S4 - Authorization be hereby given to the San Francisco Community College District to conduct Fall 2000 and Spring 2001 Study Abroad Programs to Paris, France, provided that the program be conducted in conformance with applicable laws. The District shall expend no funds for transportation, housing, meals, or incidentals and that the District obtain proposals from qualified contractors to provide necessary transportation and other services in connection with said excursion. * c
- S5 - Recommend authorizing the administration to establish wage rates/premiums and benefit levels for the classification of Architect (5268)

Real Estate (Pages 59-60)

- W1 - Recommendation of a sublease to the Southeast Community College District Facility Commission and authorization to sublease 180 square feet of office space at the Southeast Campus on a month to month basis to New Direction at 39 cents a square foot per month starting January 1, 1999 * c

 * c - It is recommended that all resolution agenda items identified with letter * c in the right hand column are eligible for consideration as Consent agenda items.

Information only (Pages 61-62)

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

Next Board Meeting Date: **November 18, 1999**
 Gough Street Campus
 33 Gough Street
 San Francisco

*c - It is recommended that all resolution agenda items identified with letter *c in the right hand column are eligible for consideration as Consent agenda items.



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999

B1

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GENERAL FUND

Reviewing and entering into the minutes the
SFCCD Quarterly Financial Status Report for the
quarter ended June 30, 1999.
(Resolution No. 991028-B1)

BACKGROUND INFORMATION:

Title 5 of the California Code of Regulations, Section 58310 requires California's Community College Districts to report quarterly on their financial condition. Starting with the quarter ending June 30, 1999 and quarterly thereafter, districts are required to provide to the State Chancellor's office the completed form CCFS-311Q and a copy of the quarterly financial report.

In order to meet the requirement of Title 5 of the California Code of Regulations, Section 58310 the following resolution is recommended for adoption:

RECOMMENDATION:

RESOLVED: That pursuant to Title 5 of the California Code of Regulations, Section 58310 the Quarterly Financial Status Report for the quarter ended June 30, 1999 is hereby reviewed and entered into the minutes of the Board of Trustees of the SFCCD

James Kendrix, Originator

10/28/99 – B1 page 1

BOARD OF TRUSTEES

LAWRENCE WONG, PRESIDENT • DR. ANITA GRIER, VICE PRESIDENT • DR. NATALIE BERG

ROBERT E. BURTON • JAMES HASKELL MAYO, II • RODEL L. RODIS • ROBERT P. VARNI

DR. PHILIP R. DAY, JR., CHANCELLOR



The purpose of this study is to investigate the effects of various factors on the performance of the system. The results of the study are presented in the following sections.



The graph illustrates the performance of the system over time. The performance starts at zero and increases rapidly, reaching a plateau after approximately 10 units of time. This indicates that the system reaches its maximum performance relatively quickly.

The results of the study show that the performance of the system is significantly affected by the input parameters. The optimal values for these parameters are determined by the experimental data.

The study also shows that the performance of the system is sensitive to changes in the input parameters. Therefore, it is important to carefully select the input parameters to achieve the best performance.

The results of the study are summarized in the following table. The table shows the performance of the system for different values of the input parameters.

The table shows that the performance of the system is highest when the input parameters are set to their optimal values. This confirms the results of the study.



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999

B1a

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GENERAL FUND
Authorization to Contract for Special Services
(Resolution No. 991028-B1a)

BACKGROUND INFORMATION:

This resolution is an authorization to enter in to contract with the Mexican Museum located at Fort Mason to provide direct services for the Diego Rivera Mural Project to generate a major educational project at CCSF. This project will focus upon integrating the Diego Rivera mural into the curriculum of various college instructional programs. The Mexican Museum will provide expertise in the area of how to utilize the mural and its history in a variety of different courses and curriculum. The total contract is for \$6,000, paid by the Office of Research, Planning and Grants. The contract is for the period of November 1, 1999 through January 31, 2000.

RECOMMENDATION:

RESOLVED: That authorization be hereby given for approval to contract with the Mexican Museum located at Fort Mason for special services to provide direct services for the Diego Rivera Mural Project to generate a major educational project at CCSF for the time period of November 1, 1999 through January 31, 2000, in the amount not to exceed \$6,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner, Originator

10/28/99 – B1a page 1

BOARD OF TRUSTEES

LAWRENCE WONG, PRESIDENT • DR. ANITA GRIER, VICE PRESIDENT • DR. NATALIE BERG

ROBERT E. BURTON • JAMES HASKELL MAYO, II. • RODEL E. RODIS • ROBERT P. VARNI

DR. PHILIP R. DAY, JR., CHANCELLOR



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999

B2

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY
Authorization to Award Special Services Contract to
Page & Turnbull
(Resolution No. 991028 – B2)**

BACKGROUND INFORMATION:

Project: New Campus for Chinatown/North Beach, including the Historic Preservation of the Colombo Building

To comply with conditions required by the Settlement Agreement between the District Parties and the Friends of the Colombo Building, the District wishes to contract with Page & Turnbull, to provide historic preservation architectural services for the Project: New Campus for Chinatown/North Beach, including the Historic Preservation of the Colombo Building. The scope of work is specific to the historic preservation of the Colombo Building and will include: review and provide comments on the current conceptual design plan; prepare preliminary historic preservation architectural assessment report on the existing Colombo Building conditions; identify key historic preservation issues to be addressed in formal planning, design and construction of the new Chinatown/North Beach Campus; and provide draft and final written reports to the District and to all parties as required by the Settlement Agreement.

This project is funded by the General Obligation Bond Fund, to be charged to Appropriation 425001-8312-6201-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Page & Turnbull, a certified Local Business Enterprise (LBE) Owned Business, for special services and advice to provide the District with complete historic preservation architectural services, for the Project: New Campus for Chinatown/North Beach, including the Historic Preservation of the Colombo Building at a cost of \$16,090 to be completed on or before June 30, 2002, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator

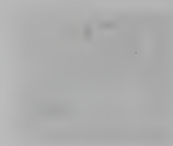
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1941

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999

B3

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY
Authorization to Award Construction Contract to
Ventana Aluminum Manufacturing Company
(Resolution No. 991028-B3)

BACKGROUND INFORMATION:

Project: *North and South Gymnasiums Window Replacement*

The District received several qualified bid proposals, including MBE, WBE, and LBE firms, and the District wishes to contract with Ventana Aluminum Manufacturing Company (caucasian), and the lowest responsible bidder to provide replacement windows for the project: North and South Gymnasiums Window Replacement. The actual installation work will be performed by City and County of San Francisco Department of Public Works under separate contract.

The project is funded by the General Obligation Bond fund, and to be charged to Appropriation fund number 42019C-8060-6202-7100-HS and 42019C-8064-6202-7100-HS.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Ventana Aluminum Manufacturing Company, the lowest responsible bidder to provide replacement windows for the project: North and South Gymnasiums Window Replacement at a cost of \$64,121.27, to be completed on or before June 31, 2000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
10/28/99 – B3 page 1

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PULLED

DATE: October 28, 1999

B4

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract to _____
(Resolution No. 991028-B4)

BACKGROUND INFORMATION:

Project: Gymnasium Exercise Room Floor Pad Replacement

The District received several qualified bid proposals from Contractors, including MBE, WBE, and LBE firms and the District wishes to contract with _____, the lowest responsible bidder, for the project: Gymnasium Exercise Room Floor pad Replacement. This project consists of purchase and installation of new permanent floor pads for two South Gymnasium weight rooms and an exercise room in the North Gymnasium.

The project is funded by General Obligation Bond fund for North and South Gymnasium Renovation, to be charged to Appropriation fund number _____-8060-6201-7100-REN and number _____-8064-6201-7100-REN.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with _____, the lowest responsible bidder for the project: Gymnasium Exercise Room Floor Pad Replacement, at a cost of \$_____, to be completed on or before December 31, 1999, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
10/28/99 – B4 page 1

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DATE: October 28, 1999

B5

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Special Services Contract to
Signet Testing Lab, Inc.,
(Resolution No. 991028 – B5)

BACKGROUND INFORMATION:

Project: Batmale Hall Mechanical Room Roof Enclosure

The District received qualified proposals including MBE, WBE and LBE firms for materials testing and special inspection services for this State funded Scheduled Maintenance project. The District wishes to contract with Signet Testing Lab, Inc., (Caucasian) for the project: Batmale Hall Mechanical Room Roof Enclosure. Materials testing and special inspection are services required by the Office of Regulation Services, Division of the State Architect. These services include such things as materials testing for compliance with bid documents, concrete sampling and testing, inspecting soil back-fill and compaction, and other special inspections as directed by the Project Inspector of Record.

This project is 50% funded by the 1995-1996 State Deferred Maintenance program with 50% of District match, and to be charged to Appropriation fund number 412817-0130-6202-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be given to Contract with Signet Testing Lab, Inc., (Caucasian), to provide for materials testing and special inspection services for the Project: Batmale Hall Mechanical Room Roof Enclosure, at a cost not to exceed \$4,932. This contract will be completed prior to December 31, 2000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator

10/28/99 – B5 page 1

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The first part of the document
 discusses the importance of
 maintaining accurate records
 and the role of the
 committee in this regard.

The second part of the document
 outlines the procedures for
 the annual meeting and the
 responsibilities of the various
 committees. It also includes
 a list of the members of the
 committee and their respective
 areas of responsibility.

The third part of the document
 provides a summary of the
 findings of the committee's
 investigation and the
 recommendations made. It
 concludes with a statement
 of the committee's confidence
 in the results of the
 investigation.

DATE: October 28, 1999

B6

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CAPITAL OUTLAY
Authorization for six (6) Contract Modification(s) totaling \$22,615 for Special Services Contract(s)
and Construction Contract(s)
(Resolution No. 9901028-B6)

BACKGROUND INFORMATION:

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(S) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
A	990930-B5 Cloud Hall Window Replacement	Levy Design Partners (Project Architect)	\$24,500.00	\$0.00	CM #1 - \$1960	\$26,460	Project related reimbursable expenses
B	990930-B8 Downtown Campus Fire & Life Safety System Upgrade and Replacement	Noll & Tam Architects (Project Architect)	\$40,850.00	\$0.00	CM #1 - \$1,955	\$42,805	Project related reimbursable expenses
C	990325-B17 Mechanical Rooms Lagging Removal & Replacement	CST Environmental, Inc., (Mechanical Contractor)	\$168,865.00	\$16,867.00	CM #2 - \$1955	#195,232	Change Order 3 for the additional lagging work at Phelan campus main boiler room.
D	990826-B19 Conlan Hall Counseling Department Alteration & Renovation	Adolph Schmidt General Construction, Inc., (General Contractor)	\$15,850.00	\$1,580.00	CM #2 - \$1,700	\$19,130	Change Order work performed for additional modifications.
E	990429-B11 Conlan Hall Reroofing	Best Roofing & Waterproofing (General Contractor)	\$110,251.00	\$17,000	Cm#3 \$4,000	\$131,251	Roof iron drain domes purchase and installations.
F	990429-B10 Batmale Hall Reroofing	Best Roofing & Waterproofing (General Contractor)	\$81,500	\$0.00	CM#1 - \$3,500	\$85,00	Installing protective plywood for rood enclosure construction.
					Total - \$22,615		

RECOMMENDATION:

RESOLVED : That the Board authorizes the specified amendments to the resolutions as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby given authorization to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator



CITY COLLEGE OF SAN FRANCISCO

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DATE: October 28, 1999

B7

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY
Authorization to Award Construction Contract to
Dahl-Beck Electric Co.
(Resolution No. 991028-B7)**

BACKGROUND INFORMATION:

Project: *Evans Campus Building Emergency Lighting Power System Replacement*

The District received several qualified bid proposals, including MBE firms, and the District wishes to contract with Dahl-Beck Electric Co., (Caucasian) the lowest responsible bidder, for the project: Evans Campus Building Emergency Lighting Power System Replacement. This project includes labor and material to install emergency light fixture batteries back up power system at Auto Shop and upper classroom areas.

The project is funded by 1996-1997 State Scheduled Maintenance Grant, and to be charged to Appropriation 412244-0130-6202-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Dahl-Beck Electric Co., (Caucasian) the lowest responsible bidder, for the project: Evans Campus Building Emergency Lighting Power System Replacement at a cost of \$27,753, to be completed on or before January 31, 2000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator

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DATE: October 28, 1999

B8

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract to KTY
Enterprises, Inc.,
(Resolution No. 991028-B8)

BACKGROUND INFORMATION:

Project: *John Adams Childcare Development Teaching Facility, Phase II*
(bid due on the 10/14/99)

The District received several qualified bid proposals, including MBE firms, and the District wishes to contract with KTY Enterprises, Inc., a Minority Business Enterprise (Asian) and the lowest responsible bidder, for the project: John Adams Childcare Development Teaching Facility, Phase II. This project includes fire alarm system installation, lighting fixture replacement, partition construction for classrooms, and kitchen and storage room facility renovation. This work is necessary to meet the State childcare funding requirements for space usage and designed programs for children at different age groups.

The project is funded by the Partnership for Excellence Grant, and is to be charged to Appropriation 412040-0130-6202-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with KTY Enterprises, Inc., A Minority Business Enterprise (Asian) and the lowest responsible bidder, for the project: John Adams Childcare Development Teaching Facility, Phase II at a cost of \$248,000, to be completed on or before January 31, 2000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator
10/28/99 – B8 page 1

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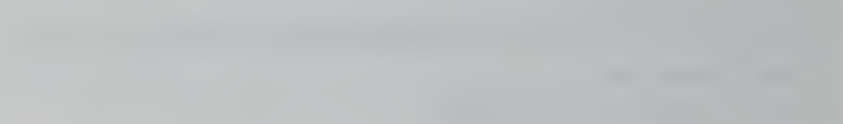


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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999

B9

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY
Authorization to Award Special Services Contract to
Signet Testing Lab, Inc.,
(Resolution No. 991028 – B9)

BACKGROUND INFORMATION:

Project: John Adams Childcare Development Teaching Facility, Phase II

The District received several qualified responses, including MBE, WBE and LBE firms, to the advertised request for qualifications for as needed materials testing and specials inspections services for construction projects. The District wishes to contract with Signet Testing Lab, Inc., (Caucasian), for the John Adams childcare Development Teaching Facility, Phase II project. Materials testing and special inspection are services required by the Office of Regulation Services, Division of the State Architect. These services include such things as materials testing for compliance with bid documents, concrete sampling and testing, inspecting soil back-fill and compaction, and other special inspections as directed by the Project Inspector of Record.

This project is 100% funded by the Partnerships for Excellence Grant, and to be charged to Appropriation fund number 412040-0130-6202-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be given to Contract with Signet Testing lab, Inc., (Caucasian), to provide for materials testing and special inspection services for the Project: John Adams Childcare Development Teaching Facility, Phase II, at a cost not to exceed \$4,533. This contract will be completed prior to December 31, 2000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator
10/28/99 – B9 page 1

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DATE: October 28, 1999

B10

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY
Authorization to Award Construction Contract to City and
County of San Francisco Department of Public Works
(Resolution No. 991028-B10)

BACKGROUND INFORMATION:

Project: North and South Gymnasiums Window Replacement

The District wishes to contract with City and County of San Francisco Department of Public Works to provide installation work for the project: North and South Gymnasiums Window Replacement. The District will obtain the windows under separate contract. City and County of San Francisco Department of Public Works will perform the actual installation work under this contract.

The project is funded by the General Obligation Bond fund, and to be charged to Appropriation fund number 42019C-8060-6202-7100-HS and 42019C-8064-6202-7100-HS.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with City and County of San Francisco Department of Public Works to provide installation work for the project: North and South Gymnasiums Window Replacement at a cost of \$30,298, to be completed on or before June 30, 2000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
10/28/99 – B10 page 1

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DATE: October 28, 1999

B11

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Special Services to
Pete O. Lapid and Associates, Inc.,
(Resolution No. 991028 – B11)

BACKGROUND INFORMATION:

Project: Science Hall Building Electrical Power Supply Upgrade

The District received qualified proposals including MBE, WBE and LBE firms for electrical engineering services for this State funded scheduled maintenance project. The District wishes to contract with Pete O. Lapid and Associates, Inc., a certified Local Business and Minority Business Enterprise (Asian), to provide electrical engineering services, for the Project: Science Hall Building Electrical Power Supply System Upgrade located at the Phelan Campus. The scope of work will include: obtain and evaluate the current building electrical consumption, recommend building electrical power supply upgrades, provide electrical engineering design and specification for construction document, and perform construction administration services during construction.

This project is funded by the 1997 State Scheduled Maintenance grant with a 50% District match (General Obligation Bond Fund), to be charged to Appropriation 420603-0130-6201-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Pete O. Lapid and Associates, Inc., a certified Local Business Enterprise and Minority Business Enterprise (Asian), for special services and advice to provide the District with complete electrical engineering and construction administration services, for the Project: Science Hall Building Electrical Supply System Upgrade at a cost of \$16,200 to be completed on or before December 31, 2000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator
10/28/99 – B11 page 1

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DATE: October 28, 1999

B12

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract to _____
(Resolution No. 991028-B12)

BACKGROUND INFORMATION:

Project: Gymnasium Score Board Replacement

The District received several qualified bid proposals from Contractors, including MBE, WBE and LBE firms and the District wishes to contract with _____, the lowest responsible bidder, for the project: South Gymnasium Score Board Replacement. This project consists of purchase and installation of a new Judo score board for the South Gymnasium.

The project is funded by General Obligation Bond fund for South Gym Renovation, to be charged to Appropriation _____-8064-6201-7100-_____.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with _____, the lowest responsible bidder for the project: South Gymnasium Score Board Replacement, at a cost of \$_____, to be completed on or before December 31, 1999, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
10/28/99 – B12 page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999

B13

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANT

**Approval of Special Services Contract with Ben Shohfi, Diane Hume,
Yasuko Kazama & Kit Bun Mak
(Resolution No: 991021-B13)**

BACKGROUND INFORMATION:

On May 27, 1999, the Board of Trustees approved Resolution No. 990527-B7 appropriating funds to support the design, development, and implementation of the San Francisco Center for Applied Competitive Technologies (SFCACT) under the Office of Contract Education. To execute the SFCACT program, City College needs to draw upon the expertise of specialists from the apparel industry.

The Office of Contract Education wishes to retain the special services of Ben Shohfi, Diane Hume, Yasuko Kazama and Kit Bun Mak, solely based on their experience and contacts in the apparel manufacturing industries. Following are services to be provided by each consultant:

1. Ben Shohfi – Assist in developing artworks design program, fabric printing with encad printer, and automatic sample cutter program, from October 1, 1999 to December 31, 1999. The rate of compensation is \$25 per hour for a total not to exceed \$3,600.

2. Diane Hume – Conduct workshops for apparel and fabric designs using Gerber Technology's Artworks program, assist in developing workshop format for future use, and develop samples for Artworks demonstrations, from October 1, 1999 to December 31, 1999. The rate of compensation is \$50 per hour for a total not to exceed \$3,600.

3. Yasuko Kazama – Develop training video tape for various garment production technique, assist in developing promotional videos for SFCACT's "Client Factories" to solicit work for their business, and train the staff in the use of video as a training. The service will be conducted from October 1, 1999 to December 31, 1999. The rate of compensation is \$25 per hour for a total not to exceed \$6,000.

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4. Kit Bun Mak – Assist program director in coordinating various ongoing projects, collect data for grant reports, assist clients in installing and training for Quicken, production and payroll programs, and coordinate materials for PR and web site development, from October 1, 1999 to December 31, 1999. The rate of compensation is \$25 per hour for a total not to exceed \$7,500.

Funding for these contracts is from the SFCACT grant by the California Economic Development Fund. No district match is required.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to enter into four special services contracts during the period of October 1, 1999 to December 31, 1999 with the following consultants: 1) Ben Shohfi for providing 144 hours of services at the rate of \$25 per hour for a total not to exceed \$3,600; 2) Diane Hume for providing 72 hours of services at the rate of \$50 per hour for a total not to exceed \$3,600; 3) Yasuko Kazama for providing 240 hours of services at the rate of \$25 per hour for a total not to exceed \$6,000; and 4) Kit Bun Mak for providing 300 hours of services at a rate of \$25 per hour for a total not to exceed \$7,500, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator

10/28/99 – B13 page 2



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999 **B14**
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor
SUBJECT: GRANTS
Approval of Special Services Contract with Laurie R. Friedman
(Resolution No: 991021-B14)

BACKGROUND INFORMATION:

On August 27, 1998, the Board of Trustees approved Resolution No. 980827-B13 authorizing an agreement between the Office of Contract Education and the San Francisco Airport Commission (SFAC) for providing health and safety training for an amount up to \$224,310. The SFAC has requested an Emergency Action Plan Training that meets the OSHA standards. The program will include conducting site emergency action plan training, developing training materials, and coordinating delivery of training.

Based on the SFAC's requirement, the Office of Contract Education wishes to retain the special services of Laurie R. Friedman to provide the training for this project. Ms. Friedman has over 18 years' experience in emergency management and planning which includes consulting, program development, training, technical evaluation and regulation monitoring. She has owned and managed a Woman Owned Business Enterprise consulting firm in San Francisco. Her clients include the Health and Safety Departments of San Francisco, Monterey, Santa Clara and Marin counties, as well as American Red Cross and the National Park Service. The above recommendation has been approved by the SFAC.

The special service contract for Laurie R. Friedman will be conducted during the period from October 1, 1999 to January 31, 2000 at a cost not to exceed \$40,000.

The funds for the contract are from the SFAC training contract. No District matching is required.

10/28/99 – B14 page 1

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RECOMMENDATION:

RESOLVED: That authorization is hereby given to contract with Laurie R. Friedman for providing the OSHA Emergency Action Plan Training to employees of San Francisco Airport Commission during the period of October 1, 1999 to January 31, 2000 for a cost not to exceed \$40,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator

10/28/99 – B14 page 2

Date: October 28, 1999

B15

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **GRANTS**
Authorization to amend the following five (5) resolutions as indicated in the table totaling \$1,115,276
(Resolution NO. 991028 – B15)

<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS: ORIGINATOR</u>
A 990930-B30	Every Child Can Learn Foundation	Oct. 1, 1999-May 31, 2000	\$10,500	Increase total by \$500	\$11,000	Originator: Robert Gabriner
B 981029-B23	Project Shine	Oct. 15, 1998-Sept. 30, 1999	\$8,436	Extend time period until Sept. 30, 2000 and increase total by \$7,800	\$16,236	Originator: Robert Gabriner
C 981029-B24	US Department of Labor, Employment and Training Administration/Garment 2000	Oct. 1, 1998 – Sept. 30, 1999	\$200,000	Extend term to March 31, 2000		Date change only, no change to contract amount. Originator: Phyllis G. McGuire

<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS: ORIGINATOR</u>
D 990624-B37	California Dept. of Education (Adult Education & Family Literacy Act (AEFLA))	July 1, 1999-June 30, 2000	\$881,450	\$176,290	\$1,057,740	Reflect the actual grant award which was received. Originator: Gary Tom
E 990729-B22	Port of San Francisco, Ingrid Harrauld Brooke DuBose (2 Pier 98 Coordinators)	July 1, 1999-June 30, 2000	\$22,800	Rollover funds of \$7500	\$30,300	Rollover funds from the 1998-99 budget add \$7500 to budget and allows the expansion of the Pier 98 coordinator work. Originator: Robert Manlove
					Total - 1,115,276	

RECOMMENDATION:

RESOLVED: That the Board authorizes the specific amendment to the Resolution as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their Designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor

B16

SUBJECT: GRANTS

**Authorization to receive \$5,902 from Chabot-Las Positas Community College District for participation in the implementation of the California Early Childhood Mentor Program for the 1999-2000 academic year.
(Resolution No. 991028-B16)**

BACKGROUND INFORMATION:

This resolution requests authorization to receive funds from Chabot-Las Positas Community College District to implement the California Early Childhood Mentor Program. The California Early Childhood Mentor Program is a joint program of 63 community colleges that recruits and selects experienced child care teachers and directors to be mentors to student teachers and novice directors. City College of San Francisco, through the Child Development and Family Studies Department, will identify Early Childhood students seeking practical supervised experience and will oversee their training with experienced mentor teachers from the local childcare community. No general fund monies from the District are required.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to accept funds in the amount of \$5,902 from Chabot-Las Positas Community College District for participation in the implementation of the California Early Childhood Mentor Program for the 1999-2000 academic year, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Sandra Handler, Originator

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999

B17

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

GRANTS

**SUBJECT: Approval to submit an application and appropriate funds received.
(Resolution No. 991028-B17)**

BACKGROUND INFORMATION:

The San Francisco Department of Human Services will provide funds for the San Francisco Construction & Maritime Center. This program meets the needs of low-income residents as well as the demand from industry for trained construction and maritime workers. CCSF will use part of these funds to remodel the current construction and trade skill shops and classrooms at Evans campus. Furthermore, the grant will provide funding to purchase additional construction equipment for the training program. The CCSF School of Applied Technology and the Evans Campus will also work with community based organizations who will provide referrals and support services as well as find placements for students completing the program. The Center will work with industry and trade union leaders to help us identify the skills and knowledge needed by current and future workers. This will allow the college to update its curriculum to accommodate those needs.

There is no additional space required. There is a \$572,036 in-kind match required which will be provided by the School of Applied Technology, Evans Campus, and the Partnership For Excellence. City College of San Francisco is the fiscal agent.

Income

San Francisco Department of Human Services	\$1,099,999
CCSF In-Kind Match	572,036

Expenditures

Academic Salaries	\$ 100,600
Classified Salaries	85,500
Employee Benefits	37,254
Supplies and Materials	75,000
Other Operating Expenses	220,164
Other Outgo	500,000
Indirect Cost	81,481
Total	\$1,099,999

10/28/99 – B17 page 1

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In-Kind Expenditures

Academic Salaries	129,780
Classified Salaries	1,500
Employee Benefits	26,256
Tools & Supplies	50,000
Equipment	100,000
Space	<u>264,500</u>
Total	\$572,036

RECOMMENDATION:

RESOLVED: That authorization be given to submit an application and appropriate all funds receivable upon approval from the San Francisco Department of Human Services for the San Francisco Construction & Maritime Center for the period of November 1, 1999 until August 1, 2001 in the amount not to exceed \$1,099,999, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution

Phyllis McGuire, Originator

10/28/99 – B17 page 2



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999 **C1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies,
Services, Etc., less than \$3,000
(Resolution No. 991028-C1)

BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than \$3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling \$ 322,991.33 individual amounts of less than \$3,000 not heretofore approved as summarized and detailed below:

Direct Payments	\$ 39,904.75
Purchase Orders	245,385.06
Travel/Mileage	<u>37,701.52</u>
GRAND TOTAL:	\$322,991.33

James Kendrix, Originator

10/28/99 - C1 page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: September 30, 1999

C2

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies ,
Services, Etc., more than \$3,000
(Resolution No. 990930-C2)

BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A".

GRAND TOTAL: **\$3,062,248.66**

James Kendrix, Originator

10/28/99 - C2 page 1

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Resolution No. 991028-C2
Attachment A

A	B	C	D	E	F	G	H	I	J	K
Fund	Orgn	Acct	Prog	Ac	Department	Vendor	Doc #	Amount	Description	
1	0004	5190	6600	S	Board of Trustees	Clendenen A	DP74251	4,845.00	Services by Contract	
2	0040	5801	6600	C	Public Information	Bay Cable Advertising	DP73495	4,296.75	Advertising	
3	0040	5801	6600	C	Public Information	KGO-TV, Inc.	DP73467	3,000.00	Advertising	
4	0040	5802	6600	C	Public Information	SF Independent Newspaper	DP73478	5,689.91	Advertising	
5	0070	5720	6600	S	General Counsel Office	Office of the City Attorney	DP64686	7,940.76	Legal	
6	0070	5720	6600	S	General Counsel Office	Office of the City Attorney	DP64685	5,919.98	Legal	
7	2010	5912	6730	S	Human Resources - General	State Of California	TP75783	12,500.00	Fingerprinting Services	
8	2010	5912	6730	S	Human Resources - General	California Department of Justice	TP75783A	12,500.00	Fingerprinting Services	
9	2510	6650	6780	S	ITS - General	Lilien Systems	PO70198	3,684.66	Equip - Maintenance	
10	2510	6413	6780	S	ITS - General	Hewlett-Packard	DP70187	790,482.40	Equipment	
11	2510	6413	6780	S	ITS - General	Quest Software	PO70194	6,440.00	Equipment	
12	3522	5510	6570	S	Utilities	San Francisco Water Department	TP73175	200,000.00	Utilities	*
13	3524	6413	6599	S	Other Services	Arsys Innotech Corporation	PO73180	3,945.06	Equipment	
14	3562	4301	6770	S	College Services	The Unisource Corporation	PO46314	9,624.21	Supplies	
15	3562	4301	6770	S	College Services	Office Depot Inc.	OD1703	8,076.74	Supplies	
16	3564	5350	6770	S	Mail Services	U. S. Postmaster	DP72309	40,000.00	Postage	
17	3566	5650	6770	S	Public Safety	Dictaphone Corporation	TP56697	4,000.00	Equip - Maintenance	*
18	4026	6000	6200	S	A & R Dean's Office - Credit	Sei Computer Products	PO65645	3,634.76	Equipment	
19	4026	6413	6200	S	A & R Dean's Office - Credit	Dell Computer Corp.	PO65646	4,381.24	Equipment	
20	4900	5130	6600	S	Central Services	American Assoc. of Comm Colleges	DP65784	6,125.00	Memberships	
21	4900	5190	6720	S	Central Services	Vavrinek, Trine, Day & Co. LLP	TP74254	53,640.00	Services by Contract	*
22	4900	5190	6720	S	Central Services	Vavrinek, Trine, Day & Co. LLP	DP69570	11,134.00	Services by Contract	
23	4900	5190	6720	S	Central Services	Vavrinek, Trine, Day & Co. LLP	DP74255	4,920.00	Services by Contract	
24	4900	5410	6770	S	Central Services	Student Insurance	DP71645	4,000.00	Insurance	
25	4900	5620	6770	S	Central Services	San Francisco School District	VP58523M	10,000.00	Facility Rental	
26	7112	5657	0900	N	Automotive	Safety Kleen Corporation	DP68841	4,033.07	Haz Materials Removal	
27	7184	5610	0900	N	Apprenticeship Program	Stationary Engineers	DP69813	3,790.86	Facility Rental	
28	7534	4301	0600	C	Journalism	Howard Quinn Co.	TP73701	10,000.00	Supplies	*
29						Total Unrestricted		\$ 1,238,604.40		
30										
31										
32										
33	9900	9741	9900	S	Payroll Fund	State Teachers Retirement System	VP65675B	26,241.20	Retirement Contribution	
34	713000	1105	9113	C	Federal Financial Aid- Chart 6	CCSF - Enrollment Fees	DP14319	12,740.50	Financial Aid	
35	611000	9900	5450	S	Workers Compensation	Office of the City Attorney	DP64686	51,955.59	Insurance	
36	611000	9900	5450	S	Workers Compensation	Office of the City Attorney	DP64685	16,405.02	Insurance	
37	425001	0130	6201	S	Bond-Chinatown/NB Land Purch	EIP Associates	DP69576	15,454.94	Capital Outlay	
38	421401	0130	6202	S	REN-Shops/Warehouse Proj	Department of Building Inspection	DP41270	5,739.29	Capital Outlay	

* establishing annual encumbrance to be dispersed monthly

Resolution No. 991028-C2
Attachment A

	A	B	C	D	E	F	G	H	I	J	K
39	421401	0130	9704		S	REN-Shops/Warehouse Proj	Union Bank of California	VP41492A	17,035.40	Capital Outlay	
40	420649	0130	6202	7100	S	SM 98-99 PH Bat hall HVAC	Kin Wo Construction, Inc.	CT41475	194,723.00	Capital Outlay	
41	420649	8051	6201	7100	S	SM 98-99 PH Bat hall HVAC	Willidan Associates	CT41544	5,000.00	Capital Outlay	
42	420617	0130	6202	7100	S	SM 97-98 PH Ctr Arts Elect	Sylvania Lighting Services Corp	CT41204	5,837.12	Capital Outlay	
43	420603	8062	6201	7100	S	SM 97-98 Elect Panels-Sci Bldg	Kendall Young Associates	CT41258	15,000.00	Capital Outlay	
44	42011G	8064	6201	7100	R	So. Gym Stage Purch & Install	Holzmueller Productions	PO41246	18,059.83	Capital Outlay	
45	42010G	8064	6201	7100	R	So. Gym Judo Floor Replace	Swain Sports International, Inc.	PO41201	44,321.66	Capital Outlay	
46	42009C	8067	6202	7100	S	PH Fiber Backbone-Const	Semans Communication, Inc.	CT41539	450,000.00	Capital Outlay	
47	42008C	8067	6202	7100	T	PH Conduit Repair-Const	All Star Telecom	CT41540	145,000.00	Capital Outlay	
48	42007C	8060	6202	7100	R	Stadium Bleacher Repair	Folding Bleacher Comp/Inwin Sea	PO41268	39,772.00	Capital Outlay	
49	42007C	8064	6202	7100	R	Stadium Bleacher Repair	Folding Bleacher Comp/Inwin Sea	PO41268	39,772.00	Capital Outlay	
50	42002G	8060	6202	7100	R	Archery Range Tree Removal	Fahy Tree Service	DP41244	11,558.50	Capital Outlay	
51	42002G	8064	6202	7100	R	Archery Range Tree Removal	Fahy Tree Service	DP41244	12,141.50	Capital Outlay	
52	42001G	8312	6201	7100	H	Seismic Evaluation	SOHA Engineers	CT41520	16,490.00	Capital Outlay	
53	412832	0130	6201	7100	S	HAZ MAT-Underground Tank	Willidan Associates	CT41541	10,000.00	Capital Outlay	
54	412831	0130	6202	7100	S	HAZ MAT - Underground Fuel	CST Environmental, Inc.	CT41587B	8,521.54	Capital Outlay	
55	412831	0130	9704	7100	S	HAZ MAT - Underground Fuel	Bay Pacific Pipelines, Inc.	DP69569	9,120.54	Capital Outlay	
56	412817	0130	6201	7100	S	Install Roof over HVAC Fan Rm	Willidan Associates	CT41544	5,000.00	Capital Outlay	
57	412817	0130	6202	7100	S	Install Roof over HVAC Fan Rm	Kin Wo Construction, Inc.	CT41475	121,232.00	Capital Outlay	
58	412816	0130	6202	7100	S	Asbestos Removal-Creative Arts	CST Environmental, Inc.	CT41587B	7,180.89	Capital Outlay	
59	412814	0130	6202	7100	S	Men's Gym Locker Rm, Lagging	CST Environmental, Inc.	CT41587B	3,845.56	Capital Outlay	
60	412813	0130	6202	7100	S	Women's Gym Locker Rm, Lag	CST Environmental, Inc.	CT41587B	3,845.56	Capital Outlay	
61	412809	0130	6202	7100	S	John Adams Boiler Rm, Lagging	CST Environmental, Inc.	CT41587B	8,269.21	Capital Outlay	
62	412805	0130	6202	7100	S	Theater Scene Shop, Lagging	CST Environmental, Inc.	CT41587B	4,374.33	Capital Outlay	
63	412733	8062	6201	7100	S	Science Bldg So. Waste Line	Willidan Associates	CT41547	5,000.00	Capital Outlay	
64	412732	8062	6201	7100	S	Science Bldg No - Waste Line	Willidan Associates	CT41547	5,000.00	Capital Outlay	
65	412245	0130	6201	7100	S	Reroof John Adams	Willidan Associates	CT41543	10,000.00	Capital Outlay	
66	412244	0130	6201	7100	S	Reroof Aeronautics Dept- Airport	Willidan Associates	CT41545	10,000.00	Capital Outlay	
67	412243	0130	6201	7100	S	Reroof Conlan Hall	Willidan Associates	CT41546	10,000.00	Capital Outlay	
68	412242	0130	6201	7100	S	Distilled Water System	Willidan Associates	CT41542	10,000.00	Capital Outlay	
69	412051	0130	6201	7100	S	Central Shops and Warehouse	Dept of Bldg Inspection	DP41259	48,601.14	Capital Outlay	
70	412051	0130	6202	7100	S	Central Shops and Warehouse	Dept of Bldg Inspection	DP41264	19,079.26	Capital Outlay	
71	412039	0130	6201	7100	S	PFX-Rpl EOPS Bungalow	Department of Public Works	TP41262	6,600.00	Capital Outlay	
72	412015	0130	6202	7100	S	Remodel Allied Health	MG West	PO41285	21,064.10	Capital Outlay	
73	412015	0130	6202	7100	S	Remodel Allied Health	Office Depot Inc.	PO41284	15,468.25	Capital Outlay	
74	412015	0130	6202	7100	S	Remodel Allied Health	Audio Graphic Systems	PO41287	6,428.63	Capital Outlay	
75	412015	0130	6411	7100	S	Remodel Allied Health	Virco Mfg Corporation	PO41245	19,621.80	Equipment	
76	211014	7334	6434	6920	N	CCFP Center Based 98-99	Dvorson's Food Service Equip Inc	PO69450	3,121.00	Equipment	

Resolution No. 991028-C2
Attachment A

A	B	C	D	E	F	G	H	I	J	K
77	123849	7232	6414	1900	C	Inst Equipt Repl 98-99	VWR Scientific Products Corp.	PO75850	3,556.92	Equipment
78	123849	7260	6414	1900	C	Inst Equipt Repl 98-100	Fisher Scientific	PO47683	4,239.19	Equipment
79	123849	7512	6413	1500	C	Inst Equipt Repl 98-101	GE Capital IT Solutions	IP61411	8,106.69	Equipment
80	123848	9320	4303	6120	C	Block Grant 98-99	Omega Pacific Electrical Supply	PO66941	3,046.74	Supplies
81	123848	9320	5650	6120	C	Block Grant 98-99	Ameritech Library Services	DP66899	58,946.15	Equip - Maintenance
82	123848	9320	5650	6120	C	Block Grant 98-99	Mirota Business Systems, Inc.	DP66904	3,284.00	Equip - Maintenance
83	123848	9320	6302	6120	C	Block Grant 98-99	UMI (Univ. Microfilms Int'l.)	TP66928	36,000.00	Library Books
84	123848	9320	6302	6120	C	Block Grant 98-99	EBSCO Subscription Services	TP66922	20,000.00	Library Books
85	123848	9320	6302	6120	C	Block Grant 98-99	The Gale Group	TP66923	20,000.00	Library Books
86	123848	9320	6302	6120	C	Block Grant 98-99	The Book House	TP66918	10,000.00	Library Books
87	123848	9320	6302	6120	C	Block Grant 98-99	Lexis Law Publishing	TP66924	6,500.00	Library Books
88	123848	9320	6302	6120	C	Block Grant 98-99	Standard & Poor's	TP66927	5,000.00	Library Books
89	123848	9320	6302	6120	C	Block Grant 98-99	The H. W. Wilson Company	TP66931	5,000.00	Library Books
90	123848	9320	6302	6120	C	Block Grant 98-99	YBP	TP66986	5,000.00	Library Books
91	123848	9320	6302	6120	C	Block Grant 98-99	Ebsco Subscription Services	TP76076	5,000.00	Library Books
92	123848	9320	6302	6120	C	Block Grant 98-99	Baker & Taylor Inc.	TP66917	4,000.00	Library Books
93	123848	9320	6302	6120	C	Block Grant 98-99	West Group	TP66929	4,000.00	Library Books
94	123848	9320	6302	6120	C	Block Grant 98-99	The Book House	TP66984	4,000.00	Library Books
95	123848	9320	6302	6120	C	Block Grant 98-99	Reed Reference Publishing Co.	TP66926	3,000.00	Library Books
96	123848	9320	6302	6120	C	Block Grant 98-99	Marcus Book Stores	TP66897	3,000.00	Library Books
97	123403	7264	7702	0400	C	ECO/DEV BIOTECH CTR 98-99	Laney Community College	DP66939	3,000.00	Grant - Subrecipient
98	123113	7800	5190	6020	N	CALWORKS - 99-00	Badway N	DP70211	9,600.00	Services by Contract
99	123113	7800	5650	6499	N	CALWORKS - 99-00	Pacific Bell	TP76191	5,500.00	Equip - Maintenance
100	123005	2058	4410	6750	S	AB 1725 Staff Dev 98-99	Premier Catering	DP71783	6,526.00	Supplies - Food
101	122502	8250	6413	6830	N	Pregnancy Prevention 98-99	CCSF Bookstore	PO66940	6,057.46	Equipment
102	122502	8250	6413	6830	N	Pregnancy Prevention 98-99	Sehi Computer Products	PO66941	3,263.99	Equipment
103	121507	7161	6414	2100	C	Vatea IIC - 1999-2000	Audio Graphic Systems	PO66946	6,505.66	Equipment
104	121507	7516	6414	1000	C	Vatea IIC - 1999-2000	The Waterford Group	PO66678	5,630.07	Equipment
105	121506	7112	5190	0900	C	Vatea T2C 98-99	Florida Resource Center	VP90028B	4,100.00	Services by Contract
106	121304	5152	6413	6010	C	T3 St. Success 98-99	CCSF Bookstore	PO34988	4,464.03	Equipment
107	121192	5153	5190	6020	S	NSF-Biolink 99-00	Gledhill B	PS99018	42,696.00	Services by Contract
108							Total Restricted		\$1,823,644.26	
109										
110							Total Unrestricted and Restricted		\$3,062,248.66	





CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999

C3

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Equipment , Supplies & Services - Donations
Acceptance of Gifts
Resolution No. 991028-C3

BACKGROUND INFORMATION:

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding \$250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding \$1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

From time to time an item is offered as a gift to the SFCCD to be used for educational purposes.

RECOMMENDATION:

WHEREAS: the SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Frances Lee, Vice Chancellor of Academic Affairs, declares that these gifts will enhance the instructional program of the San Francisco Community College District;

RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

10/28/99 - C3 Page 1

BOARD OF TRUSTEES

LAWRENCE WONG, PRESIDENT • DR. ANITA GRIER, VICE PRESIDENT • DR. NATALIE BERG

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DR. PHILIP R. DAY, JR., CHANCELLOR



Summary of Key Findings			
Area	Findings	Recommendations	Responsible Party
Financial Controls	Weak internal controls identified in the procurement process.	Implement a robust system of checks and balances.	Finance Department
Operational Efficiency	Delays in the approval process for capital expenditures.	Streamline the approval process and establish clear timelines.	Operations Department
Compliance	Non-compliance with certain regulatory requirements.	Conduct a thorough review and implement necessary corrective actions.	Legal and Compliance Department

Summary of Key Findings			
Area	Findings	Recommendations	Responsible Party
Financial Controls	Weak internal controls identified in the procurement process.	Implement a robust system of checks and balances.	Finance Department
Operational Efficiency	Delays in the approval process for capital expenditures.	Streamline the approval process and establish clear timelines.	Operations Department
Compliance	Non-compliance with certain regulatory requirements.	Conduct a thorough review and implement necessary corrective actions.	Legal and Compliance Department

ATTACHMENT A
RESOLUTION: 991028 — C3

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
1) Furniture	Bank of America Livermore, CA	Associated Students- Family Resource Center	\$ 800
2) Cash	United Parcel Service Fresno, CA	Associated Students-"Carnival"	\$ 250
3) Cash	Robert and Silma M. Alvarenga Daly City, CA	Associated Students Psychology Club	\$ 100
4) Cash	Business & Professional Women's Foundation Washington, DC	CCSF Student Joanne Santandrea	\$ 1,000
5) Cash	OCA San Mateo County Peninsula Chapter San Mateo, CA	CCSF Student Bonnie Ko	\$ 1,000
6) Cash	Black Nurses Association Oakland, CA	CCSF Student Chinwe Ugochukwu	\$ 300
7) Cash	The Rusty Blades Hoi Ko Pacificca, CA	Herbert Gee Memorial Scholarship for Brendan Dwyer	\$ 1,000
8) Cash	Dudley-Vehmeyer-Brown Memorial Scholarship for Brendan Dwyer	CCSF Student Geneva Fortson	\$ 500

ATTACHMENT A
RESOLUTION: 991028 — C3

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
-------------	-------	-------------	--------------------------------------

9) Cash

Peninsula Medical Center Auxiliary
 Burlingame, CA

CCSF Students (\$1,000 each)
 Margie Samayoa, Elizabeth
 Rothrock

\$ 2,000



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: October 28, 1999
To: Board of Trustees
From: Dr. Philip R. Day, Jr., Chancellor

F1

**Subject: Human Resources
Resignation with the Intent to Retire
Educational Academic Administrator
(Resolution No. 991028 - F1)**

BACKGROUND INFORMATION:

Resolution No. 991028-F1 covers the resignation with the intent to retire of an educational academic administrator.

RECOMMENDATION:

RESOLVED: That the resignation with the intent to retire of James Cagnacci from his employment as the Dean, Instruction, Curriculum/Tenure Review with the San Francisco Community College District be accepted, effective close of business October 29, 1999.

Clara Starr, Originator

10/28/99 - F1 page 1

BOARD OF TRUSTEES

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

G1-G10

DATE: October, 10 1999

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Academic Employees
Credit Program/Non-Credit Program
District Funded
City College of San Francisco
(Resolutions 991028-G1-G10)

BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Nicholas T. Hovland, Originator

BOARD OF TRUSTEES

LAWRENCE WONG, PRESIDENT • DR. ANITA GRIER, VICE PRESIDENT • DR. NATALIE BERG
ROBERT E. BURTON • JAMES HASKELL MAYO, II. • RODEL E. RODIS • ROBERT P. VARNI

DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 1999

(+: Full-time overload/extra pay)

(*: New hourly academic employee)

Name	Department	Division
+ Ayala, Hilda M	English As a Second Language	NonCredit
Baker, Rolinda B	Health Science	Credit
Banuet-Alvers, Yvonne	Phys Education & Dance	Credit
Barcojo, Gloria T	Bus/Office Tech/Small Bus	Credit
+ Bates, Stanley B	Bus/Office Tech/Small Bus	NonCredit
Beavers, Anna R	Bus/Office Tech/Small Bus	NonCredit
Begg, Connie M	Photography	Credit
+ Bixler, Ronald A	Human Resources	Credit
+ Brent, Elizabeth	Child Dev. & Family Studies	Credit
+ Brinson, Rosemary	Counseling	Credit
* Brownsey, Maureen A	Gay/Lesbian & Bi-Sexual Stud.	Credit
Burbridge, Thomas N	Mathematics	Credit
+ Cabral, Barbara A	Accreditation	Credit
+ Caldwell, Mary S	Bus/Office Tech/Small Bus	Credit
+ Caldwell, Mary S	Bus/Office Tech/Small Bus	NonCredit
+ Caul, Lisa	Health Care Technology	Credit
+ Chen, Pearl B	Counseling	Credit
+ Chin, Jessie C	Counseling	Credit
+ Chin, Tina W	English As a Second Language	NonCredit
Cline, Elissa A.	Photography	Credit
+ Corbie, Terrence	Bus/Office Tech/Small Bus	Credit
+ Dang, Lorrain L	Chemistry	Credit
Dawe, A. Timothy	Physics	Credit
Elkin, Michael C	Bus/Office Tech/Small Bus	NonCredit
Ellingwood, Ilona Mary	Licensed Vocational Nursing	Credit
Englander, Susan Lyn	Labor Studies	NonCredit
+ Fan, Mark M	Library Services	Credit
+ Fenner, Richard C	Music	Credit
+ Ferrara, Lawrence	Music	Credit
* Ferreira, Dean A	Apprenticeship	NonCredit
Finlev, Leslie	English As a Second Language	NonCredit
Gill, Carl	Bus/Office Tech/Small Bus	NonCredit
+ Gillette, Linda J	English As a Second Language	Credit
+ Glanzer, Carole S	English As a Second Language	NonCredit
Glosser, Frederick C	Human Resources	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Unrestricted

	Goe, Velda M	Broadcast Electronic Media Art	Credit
	Goldberg, Janet H	English	Credit
+	Gonzalez, Jacob E	Counseling	NonCredit
	Gordon, Susan E	Bus/Office Tech/Small Bus	NonCredit
	Gordon, Susan E	English As a Second Language	NonCredit
+	Graber, Mary R	Phys Education & Dance	Credit
+	Grant, Fumiko Y	Foreign Languages	Credit
	Griffin, Bernice Y	Counseling	Credit
	Griffin, Robert D	Biological Sciences	Credit
+	Hamilton, Edward F	Hospitality Training	NonCredit
*	Herbold, Sarah	English	Credit
+	Herrmann, Paul Francis	Chemistry	Credit
+	Hom, Calvin W	Biological Sciences	Credit
+	Homer, Suzanne I	Social Science	Credit
	Howard, Lori Beth	English As a Second Language	NonCredit
+	Hubbell, Judy	Music	Credit
	Huntzinger, Anne K	English As a Second Language	NonCredit
	Ingersoll, Lynn R	Photography	Credit
+	Jardim, Philip M	Biological Sciences	Credit
+	Johnson, Dennis R	English As a Second Language	NonCredit
+	Keech, Gregory	English As a Second Language	NonCredit
	Lai, Chu-Hui J	Asian Studies	Credit
	Lardie, Rayne N	English As a Second Language	NonCredit
+	Lee, Alfred T	Chemistry	Credit
	Lee, Pamela Tau	Labor Studies	NonCredit
	Liu, Hong	Older Adults	NonCredit
*	Loe, Humphrey J.	Interdisciplinary Studies	Credit
	Magid, Fay A	Older Adults	NonCredit
	Mar, Warren	Labor Studies	NonCredit
+	McInerney, William J	Chemistry	Credit
+	Meunier-Fiebelkorn, Mu	Child Dev. & Family Studies	Credit
	Mihaly, Jessica	Child Dev. & Family Studies	NonCredit
+	Mueller, Madeline	Music	Credit
+	Nishihira, Robert M.	Photography	Credit
+	Quadra, Indiana G	Counseling	NonCredit
+	Regino, Nestor C	Architecture	Credit
	Richman, Beth A	Gay/Lesbian & Bi-Sexual Stud.	Credit
+	Rico, Stephen M	Child Dev. & Family Studies	Credit
+	Rowley, Shaun E.	Learning Assistance	Credit
+	Sapienza, John P	English	Credit
	Schueller, Andreas F	Graphic Communication	Credit
	Seid, Patricia L	English As a Second Language	NonCredit
+	Seymour, Sharon S	English As a Second Language	Credit
+	Shardlow, George	Behavioral Sciences	Credit
	Shea III, Daniel T.	Apprenticeship	NonCredit
	Silver, Melinda	English As a Second Language	Credit
+	Small, William L	English As a Second Language	NonCredit
+	Spingola-Connolly, Jea	Counseling	NonCredit
	Stepanek, Gail A	Phys Education & Dance	Credit
	Tabarsi, Sebastian M	Bus/Office Tech/Small Bus	Credit
	Tagg, Brian	Journeyman-Training	NonCredit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Unrestricted

+	Thiry, Pierre S	Computer & Information Science	Credit
+	Ubungen, Dennis F	Counseling	Credit
	Valdez, Helen R	English As a Second Language	NonCredit
	Vota, Margaret E.	Bus/Office Tech/Small Bus	Credit
	Wellin, Edith	Human Resources	NonCredit
	Wells, Wallace E	Counseling	Credit
+	Whitehead, John	Social Science	Credit
+	Wong, Anna Q	English As a Second Language	NonCredit
*	Yin, Dominic David	Administration of Justice	Credit
+	Yngojo, Marcus R	Counseling	NonCredit
	Yu, Howard K	Counseling	NonCredit

G1 Fall 1999: 97

SUMMER 1999

(+: Full-time overload/extra pay)

(*: New hourly academic employee)

	<u>Name</u>	<u>Department</u>	<u>Division</u>
+	Cabral, Barbara A	Accreditation	Credit
	Wong, Manuel K	Child Dev. & Family Studies	Credit

G1 Summer 1999: 2

Total for G1: 99

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Restricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 1999 (+: Full-time overload/extra pay)
(*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Hoffman, Camille S	Teachers' Resource Center	Matriculation - NC 99-00	NonCredit
+ Owens, Rhonella C	Matriculation	Matriculation - Credit 99-00	Credit
Silverman, Herb M	Transitional Studies	Matriculation - NC 99-00	NonCredit
			G2 Fall 1999: 3
			Total for G2: 3

Total Records: 102

991028-G3

Full-time

First Year

Contract

RESOLVED: That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

NAME

DEPARTMENT/CAMPUS

STATUS

REPLACEMENT FOR

EFFECTIVE DATES

CONNELL, KATE

Library Services / Phelan
or Campuses

First Year Contract

NEW POSITION
UPFX-9320-1230-6120-C
FN 9721

11/08/99

991028-G4

Full-Time

Temporary

RESOLVED: That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

NAME

DEPARTMENT/CAMPUS

STATUS

REPLACEMENT FOR

EFFECTIVE DATES

BROWN, LORI

Library Services / Phelan

Full-Time Temporary
(Long-Term Substitute)

Inez Cohen (F '99)
U-9320-1432-6120-C 92.45%
UPFX-9320-1432-6120-C 7.55%
PT 9320

11/08/99-12/22/99

FARQUHAR, JENNIFER

Library Services / Phelan

Full-Time Temporary
(Long-Term Substitute)

Elmer Jan (F '99)
U-9320-1432-6120-C 92.45%
UPFX-9320-1432-6120-C 7.55%
PT9320

11/08/99-12/22/99

G3 to G10

10/28/99

Page 6 of 9

991028-G5
Demise **RESOLVED:** That effective date shown, the demise of the following named academic personnel be noted for the purpose of record clearance:

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>EFFECTIVE DATES</u>
PEDERSON, SHANTI I.	ESL / PHELAN	09/15/99

991028-G6
Leave Of Absence **RESOLVED:** That for the effective dates shown the following named academic personnel be granted leave of absence:

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>CONTRACT SECTION</u>	<u>EFFECTIVE DATES</u>
BRIKLEN, CHRISTINA	ESL / ALEMANY	17.P	01/14/00 - 05/26/00
ERGUN, MARILU K.	ESL / MISSION	17.P	01/14/00 - 05/26/00
McADAM, SHERRY J.	ESL / ALEMANY	17.P	08/23/99 - 12/22/99
OLSEN, JUDY	ESL / ALEMANY and PHELAN	17.P	01/14/00 - 05/26/00
TONG, DORLEEN	ESL / CHINATOWN	17.P	01/14/00 - 05/26/00

991028-G7
Reduced Workload **RESOLVED:** That the Academic Year indicated the following academic personnel be granted Reduced Workload - Pre-Retirement Reduction status at City College of San Francisco, subject to receipt of approval from the State Teachers' Retirement System, as follows:

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>TERMS OF DUTY</u>	<u>EFFECTIVE DATES</u>
NIXON, PAUL	ESL / JOHN ADAMS	Work 80% every Fall, and work 80% every Spring	Spring 2000 - Spring 2009

991028-G8
Amendment
to Resolution **RESOLVED:** That Resolution 970522-G10, Reduced Workload Pre-Retirement reduction, be amended in part to show the following:

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>TERMS OF DUTY</u>	<u>EFFECTIVE DATES</u>
<u>CHANGE</u> <u>FROM:</u> BUNN, CHRISTINE E.	ESL / DOWNTOWN	Work 80% every Fall, and work 80% every Spring	Fall 1997 - Spring 2007
<u>CHANGE</u> <u>TO:</u> BUNN, CHRISTINE E.	ESL / DOWNTOWN	Work 80% every Fall, and work 80% every Spring Work 60% every Fall, and work 60% every Spring	Fall 1997 - Fall 1999 Spring 2000 - Spring 2007

991028-G9 **RESOLVED:** That Resolution 990930-G7, Reduced Workload Pre-Retirement reduction, be amended in part to show the following:

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>TERMS OF DUTY</u>	<u>EFFECTIVE DATES</u>
-------------	--------------------------	----------------------	------------------------

CHANGE
FROM:

GIBSON, NINA <u>NAME</u>	ESL / PHELAN	Work 100% every Fall, and work 100% every Spring	Fall 1999 - Spring 2004
-----------------------------	--------------	--	-------------------------

CHANGE
TO:

GIBSON, NINA	ESL / Phelan	Delete Resolution 990930-G7	
--------------	--------------	-----------------------------	--

991028-G10
Amendment
to Resolution

RESOLVED: That Resolution 990729-G11, Reduced Workload Pre-Retirement reduction, be amended in part to show the following:

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>TERMS OF DUTY</u>	<u>EFFECTIVE DATES</u>
-------------	--------------------------	----------------------	------------------------

CHANGE
FROM:

GIBSON, NINA	ESL / Phelan	Work 33.3% every Fall, and work 66.7% every Spring	Fall 1999 - Spring 2004
--------------	--------------	--	-------------------------

CHANGE
TO:

GIBSON, NINA	ESL / PHELAN	Withdraw from Reduced Workload Pre-Retirement reduction	Fall 1999
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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1

DATE: October 28, 1999
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor
Subject: Academic Employees
Credit Program/Non-Credit Program
Categorically Funded
City College of San Francisco
(Resolutions 991028-H1)

BACKGROUND INFORMATION:

Resolutions 991028-H1 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Nicholas T. Hovland, Originator

BOARD OF TRUSTEES

LAWRENCE WONG, PRESIDENT • DR. ANITA GRIER, VICE PRESIDENT • DR. NATALIE BERG
ROBERT E. BURTON • JAMES HASKELL MAYO, II. • RODEL E. RODIS • ROBERT P. VARNI
DR. PHILIP R. DAY, JR., CHANCELLOR

EMPLOYEES: Categorically Funded.

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 1999

(+: Full-time overload/extra pay)

(*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Alexander, Horace V	Office of Diversity	AB 1725 Staff Diversity 98-99	Credit
Boone, Anthony G	Contract Education	SF Airport Comm - 33	NonCredit
+ Borrazas, James	English As a Second Language	Project Shine/SFSU 98-99	NonCredit
Brady, Barbara M.	Contract Education	SF Dept. of Public Works - 6	NonCredit
+ Buford, Sylvia Y	Child Dev. & Family Studies	Children Council-Mayor's Office	Credit
Cabahug, Elma P	English As a Second Language	T3 Student Success 99-00	Credit
+ Chan, P. Agnes W.	English As a Second Language	Project Shine/SFSU 98-99	NonCredit
Chuck, Terence Albe	Disabled Stud Prog & Services	TANF - 99-00	Credit
+ Conner, Constance May	Vocational Education	Vatea T3E Tech Prep 99-00	Credit
+ Corbie, Terrence	Contract Education	SF Works-5	NonCredit
+ Durighello, Joy A	English As a Second Language	T3 Student Success 99-00	Credit
Gaines, Freddie L	Contract Education	SF Works-5	NonCredit
Hector, Gina Wood	Bus/Office Tech/Small Bus	TANF - 99-00	NonCredit
Hector, Gina Wood	Bus/Office Tech/Small Bus	TANF - 99-00	Credit
+ Hockman, Barbara G	English As a Second Language	T3 Student Success 99-00	Credit
+ Johnson, Elaine A	Biological Sciences	NSF-Biolink 99-00	Credit
Jones, Keith D.	Bus/Office Tech/Small Bus	TANF - 99-00	NonCredit
Jones, Keith D.	Bus/Office Tech/Small Bus	TANF - 99-00	Credit
+ Kleinman, Craig Ira	English	T3 Student Success 99-00	Credit
+ Korey, Suzanne	Vocational Education	Vatea IIC - 1999-2000	NonCredit
+ Lee, Alfred T	Chemistry	T3 Student Success 99-00	Credit
+ Lee, Thomas	English As a Second Language	Project Shine/SFSU 98-99	NonCredit
Lepori, Kathleen Loui	Contract Education	SF Airport Comm - 33	NonCredit
Liu, Henry Hsin	Contract Education	SF Works-5	NonCredit
Louie, Henry M	Contract Education	SF Works-5	NonCredit
+ Lum, Jerry W	Architecture	T3 Student Success 99-00	Credit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	TANF - 99-00	Credit
+ Morales, Leslie	Contract Education	SF Works-5	NonCredit
Nirobe, Rashaida	Hospitality Training	Eco Dev/JDIT Hiring Hall 98-99	NonCredit
+ Olsen, Judy E	English As a Second Language	T3 Student Success 99-00	Credit
+ Perez, Linda C	Contract Education	SF Works-5	NonCredit
+ Phillips, Catherine	English As a Second Language	T3 Student Success 99-00	Credit
Price, Geraldine J	Child Dev. & Family Studies	SFDHS-Foster Training #2	NonCredit
+ Regino, Nestor C	Architecture	T3 Student Success 99-00	Credit

**TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: Categorically Funded.**

+ Regino, Nestor C	Architecture	T3 Student Success 99-00	Credit
+ Rendon, Peggy T	Work Force Education	CALWORKS - 99-00	Credit
+ Rico, Stephen M	Child Dev. & Family Studies	Children Council-Mayor's Office	NonCredit
Stark, L. Susa	Vocational Education	Eco Dev - CACT 99-00	NonCredit
Stark, L. Susa	Vocational Education	CDBG/MOCD GARMENT 2000 #3	NonCredit
+ Teti, Frederick Anth	Mathematics	T3 Student Success 99-00	Credit
+ Wall, Jesse D.	Do Not Use---Use PHYC	T3 Student Success 99-00	Credit
Weinman, Donna M.	Hospitality Training	Eco Dev/JDIT Hiring Hall 98-99	NonCredit
+ White, Kathleen C	Child Dev. & Family Studies	SF Foundation-Com Initiative Fund	NonCredit
Zetes, Kathleen	Child Dev. & Family Studies	SF Foundation-Com Initiative Fund	Credit

H1 Fall 1999: 44

SUMMER 1999

(+: Full-time overload/extra pay)

(*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
+ Dang, Lorrain L	Chemistry	MASTEP 1999-2000	Credit
+ Drucker, Ronald	Chemistry	MASTEP 1999-2000	Credit
+ Fong, Lawrence K	Chemistry	MASTEP 1999-2000	Credit
+ Hendricks, Joann	Bus/Office Tech/Small Bus	TANF - 99-00	Credit
+ Hendricks, Joann	Work Force Education	CALWORKS - 99-00	Credit
+ Jardim, Philip M	Biological Sciences	MASTEP 1999-2000	Credit
Leech, Marla	Broadcast Electronic Media Art	TTIP 97-98	NonCredit
+ Legion, Vicki Wirt	Health Science	ECO-RHOC 98-99	Credit
McCabe, Donna M.	Broadcast Electronic Media Art	TTIP 97-98	NonCredit
+ McNerny, William J	Chemistry	MASTEP 1999-2000	Credit
Odell, John Main	Broadcast Electronic Media Art	TTIP 97-98	NonCredit
Proulx, Gregory Alle	English As a Second Language	Project Shine/SFSU 98-99	NonCredit
+ Rappleyea, Annette	Physics	MASTEP 1999-2000	Credit
+ Solow, Michael Alan	Chemistry	MASTEP 1999-2000	Credit
+ Su, Timothy M	Chemistry	MASTEP 1999-2000	Credit

H1 Summer 1999: 15

Total for H1: 59**Total Records: 59**



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999 **L1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Human Resources
Authorization to amend employment Contract (s)
(Resolution No. 991028 - L1)

BACKGROUND INFORMATION:

The Board of Trustees by Resolution No. 791120-B1 has made available to its employees the provisions of Section 403 (b) of the United States Internal Revenue Code and Section 17501 of the California Revenue and Taxation Code.

Employees of the San Francisco Community College District may enter into an amendment of their employment contracts for the purpose of effecting a reduction in the salaries paid to such employees, and that for each employee who voluntarily elects to accept such reduction in his or her salary, the San Francisco Community College District shall, as directed by such employee, a) purchase, with an amount equal to the reduction in salary, a nontransferable annuity contract issued by an insurance company selected by the employee concerned, or b) contribute an amount equal to such reduction in salary to a custodial account of a custodian selected by the employee, in which all rights under said custodial account shall be exercisable by the employee concerned.

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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That the Board of Trustee of the San Francisco Community College amend employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c) termination of the amendment to employment contract, complying with the provisions of Section 403 (b) of the United States Internal Revenue Code, and Section 17501 of the California Revenue and Taxation Code.

a) <u>INSURANCE COMPANIES</u>	<u>I. D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
Great American Life	55340	250.00
Great American Life	55596	150.00
Great American Life	56892	250.00
Great West Life	02742	75.00
Hartford Life	41480	150.00
Hartford Life	56468	350.00
IDS	56468	200.00
IDS	55213	350.00
Met Life	55396	150.00
Met Life	04970	25.00
Scudder	56254	235.00
Security First	60968	332.00
Security First	54771	165.00
Security First	55292	100.00
Security First	54484	50.00
Security First	56388	200.00
Security First	54877	100.00
TransAmerica	56254	265.00
VALIC	01738	300.00
VALIC	22341	300.00
VALIC	35634	500.00
VALIC	56458	500.00
VALIC	08032	500.00
VALIC	55548	500.00

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VALIC	56223	300.00
VALIC	57280	384.00
VALIC	55498	384.00
VALIC	56878	150.00

<u>b) CUSTODIAL ACCOUNTS</u>	<u>I. D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
Cap Guardian	53058	200.00
Fidelity	57252	385.00
Fidelity	24284	35.00
T. Rowe Price	38136	500.00
Vanguard	56864	883.00
Vanguard	50240	1,600.00
Vanguard	54917	384.62
Vanguard	60426	300.00

<u>c) TERMINATION/CANCELLATIONS</u>	<u>I. D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
Commercial Union Life	55340	150.00
Franklin Funds	55340	100.00
Met Life	56808	90.00
TIAA-CREF	12436	205.00

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to purchase such annuity contracts or contribute to such custodial accounts, subject to ratification by the Board of Trustees.

James Kendrix, Originator

10/28/99 – L1 page 3



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: October 28, 1999 **L2**
To: Board of Trustees
From: Dr. Philip R. Day, Jr., Chancellor
Subject: Human Resources
Reemployment of Service Retirants
Under Education Code Section 24214
(Resolution No. 991028 – L2)

BACKGROUND INFORMATION:

Under California Education Code Section 24214, a retirant may be employed by a school district subject to a fiscal year earnings limitation established by State Teachers' Retirement System (STRS). The rate of pay for such employment shall not be less than the minimum, nor exceed that paid by the employer to other employees performing comparable duties. The 1999-00 STRS earnings limit is \$ 19,050.

RECOMMENDATION:

RESOLVED: That effective for the dates shown, the following retirant be employed to perform duties as agreed at a compensation not to exceed the State Teachers' Retirement System limit on retirant compensation in any fiscal year as provided for in Education Code Section 24214 and appropriate STRS directions.

CAGNACCI, JAMES

Nov 1, 1999 – until a permanent dean is hired

Clara Starr, Originator

10/28/99 - L2 page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Academic Employees
Community Services Classes
City College of San Francisco
(Resolutions 991028-N1)

N1

BACKGROUND INFORMATION:

Resolutions 991028-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Nicholas T. Hovland, Originator

BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60 % of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 1999

(+: Full-time overload/extra pay)

(*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
* Cafasso, Pedro	Community Services	NonCredit
Dennehy, Ann M.	Institute for Int'l Students	NonCredit
Goldstein, Ruth L	Community Services	NonCredit
Griffin, Robert D	Biological Sciences	Credit
Lipkin, Inna	Community Services	NonCredit
Vatuk, Ved P	Community Services	NonCredit

N1 Fall 1999: 6

Total for N1: 6

Total Records: 6



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999

S1

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL

**Recommend Voluntary Recognition of Six San Francisco Building and Construction Trades Council Unions as Exclusive Representative for a Skilled Crafts Bargaining Unit
(Resolution No. 991028-S1)**

BACKGROUND INFORMATION:

On July 8, 1999, the administration and six employee organizations belonging to the San Francisco Building & Construction Trades Council entered into a Voluntary Recognition Agreement providing for the formation of a Skilled Crafts Bargaining Unit consisting of employees in the following classifications: Gardener (3417); Gardener Assistant Supervisor (3418); Nursery Specialist (3428); Carpenter Supervisor I (7226); Electrician Supervisor I (7238); Painter Supervisor I (7242); Locksmith (7342); Carpenter (7344); Electrician (7345); Painter (7346); Plumber (7347); Steamfitter (7348); and Truck Driver (7355). Currently, no employee organization is recognized or certified as the exclusive representative of any of the employees in the claimed unit.

The six employee organizations, which have been designated for purposes of the Voluntary Recognition Agreement and related Public Employment Relations Board (PERB) proceedings as "Joint Petitioners," include Northern California Carpenters Regional Council, Local 22; Bay Counties District Council of Painters No. 8, Local 4; Teamsters Local 853, West Bay Division, International Brotherhood of Teamsters; International Brotherhood of Electrical Workers, Local 6; Laborers International Union of North America, Local 261; and United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry, Local 38.

The voluntary Recognition Agreement provides that Joint Petitioners shall negotiate as a coalition, with one collective bargaining unit to govern.

On August 19, 1999, Joint Petitioners submitted a representation petition to PERB, along with a showing of support by a majority of employees in the proposed unit. On September 24, 1999, PERB issued its administrative determination indicating that voluntary recognition may be granted by the District.

RECOMMENDATION:

RESOLVED: That the Board of Trustees grant voluntary recognition to Six San Francisco Building & Construction Trades Council Unions as the exclusive representative of the Skilled Crafts Bargaining Unit.

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Lawrence C. Klein, Originator



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999

S2

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: SPECIAL
Recommendation to Refrain from Business
Meetings or events on Rosh Hashana and Yom
Kippur
(Resolution No. 991028-S2)

BACKGROUND INFORMATION:

Rosh Hashana and Yom Kippur are high holy days for the Jewish people. Many Jews take the days off from work as personal days to observe these two major religious holidays. It is recommended that the college refrain from planning meetings or events on these days out of respect for those who cannot participate because of their religious commitments.

RECOMMENDATION:

RESOLVED: That the Board of Trustees recommends to the San Francisco Community College District community that it refrain from planning meetings or events on Rosh Hashana and Yom Kippur, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Trustee Natalie Berg, Originator
Trustee Lawrence Wong
Trustee James Mayo III

10/28/99 – S2 page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999

S3

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr.
Chancellor

SUBJECT: SPECIAL
Authorization to Conduct a Study Abroad Program
Florence, Italy: Fall 2000 and Spring 2001
(Resolution No. 991028-S3)

BACKGROUND INFORMATION:

In 1991, the Board of Trustees approved a Board Resolution to create a Study Abroad Program for a semester program in Florence, Italy.

City College of San Francisco has been offering a Study Abroad Program in Florence, Italy for fourteen (14) semesters. In order to ensure that we are offering the best possible program at the best possible prices, we would now like to request proposals from qualified contractors to provide the necessary transportation and on-site logistical services associated with Study Abroad Programs.

These programs will offer transferable credit in Foreign Languages, Art History, and Humanities. The costs of these programs are to be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to the San Francisco Community College District to conduct Fall 2000 and Spring 2001 Study Abroad Programs to Florence, Italy, provided that the program be conducted in conformance with applicable laws. The District shall expend no funds for transportation, housing, meals, or incidentals and that the District obtain proposals from qualified contractors to provide necessary transportation and other services in connection with said excursion; and

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DR. PHILIP R. DAY, JR., CHANCELLOR

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originators: Joanne Low

10/28/99 -S3 page 2



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 28, 1999

S4

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANTS

**Authorization to Conduct a Study Abroad Program
Paris, France: Fall 2000 and Spring 2001
(Resolution No. 991028-S4)**

BACKGROUND INFORMATION:

In 1985, the Board of Trustees approved a Board Resolution to create a Study Abroad Program for a semester program in Paris, France.

City College of San Francisco has been offering a Study Abroad Program in Paris, France for twenty-eight (28) consecutive semesters. In order to ensure that we are offering the best possible program at the best possible prices, we would now like to request proposals from qualified contractors to provide the necessary transportation and on-site logistical services associated with Study Abroad Programs.

These programs will offer transferable credit in Foreign Languages, Art History, and Humanities. The costs of these programs are to be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to the San Francisco Community College District to conduct Fall 2000 and Spring 2001 Study Abroad Programs to Paris, France, provided that the program be conducted in conformance with applicable laws. The District shall expend no funds for transportation, housing, meals, or incidentals and that the District obtain proposals from qualified contractors to provide necessary transportation and other services in connection with said excursion; and

10/28/99- S4 page 1

BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originators: Joanne Low

10/28/99 – S4 page 2



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

TABLED FROM 09/30/99 BOARD MEETING

DATE: September 30, 1999 **S5**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Special
Recommend authorizing the administration to establish
wage rates/premiums and benefit levels for the
classification of Architect (5268)
(Resolution No. 990930-S5)

BACKGROUND INFORMATION:

The Administration intends to fill the classification of Architect (5268) effective on or about November 15, 1999. The 5268 classification has not previously been utilized by the District. Therefore, the Administration recommends that the Board of Trustees authorize the Administration to establish wage rates/premiums and benefit levels for the 5268 classification.

RECOMMENDATION:

RESOLVED: That the Board of Trustees: (1) authorizes the Administration to establish the hourly wage rates for fiscal year 1999-2000 for the 5268 classification as follows: \$31.59 at Step 1; \$33.18 at Step 2; \$34.83 at Step 3; \$36.58 at Step 4; and \$38.40 at Step 5, and (2) authorizes the Administration to establish benefit levels for the 5268 classification consistent with the benefit levels provided to other unrepresented classified management, supervisory and confidential employees, as appropriate, and

FURTHER BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration, and/or their designee(s), are hereby authorized and directed to implement this resolution and to submit any necessary finance resolutions to fund implementation of this resolution.

Clara Starr, Originator

10/28/99 – S5 page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: October 28, 1999 **W1**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: REAL ESTATE
Recommendation of a sublease to the
Southeast Community College District Facility
Commission and authorization to sublease 180
square feet of office space at the Southeast
Campus on a month to month basis to New
Direction at 39 cents a square foot per month
starting January 1, 1999
(Resolution No: 991028-W1)

BACKGROUND INFORMATION:

New Direction has occupied space at the Southeast Campus since 1996. New Direction provides educational alternatives and a sports program in a violence free setting as a means to promote academic excellence, build self esteem and respect for the community as well as to reduce the number of negative police contacts with low-income, at-risk youth residing in the Southeast sector of San Francisco.

New Direction has received a state exempt determination letter and is using One Way Mission as a Fiscal Agent while their 501(c) 3 application is being processed. Major funding sources include the San Francisco Department of Children, Youth and Their Families, the San Francisco Unified School District and the San Francisco Housing Authority.

The Dean of Southeast Campus recommends that the District formalize a lease agreement with New Direction, that the lease be month to month and that the term of the lease begin January 1, 1999. Representatives from New Direction, as well as from the Department of Real Estate representing the Southeast Facility Commission are in agreement with these terms.

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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That the Board of Trustees recommends a sublease to the Southeast Community College District Facility Commission and authorizes a sublease 180 square feet of office space at the Southeast Campus on a month to month basis to New Direction at 39 cents a square foot per month starting January 1, 1999, and

Further Be It Resolved: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute such a sublease agreement on behalf of the San Francisco Community College District.

Stephen J. Herman, Originator

10/28/99 – W1 page 2



HUMAN RESOURCES DEPARTMENT

33 GOUGH STREET • SAN FRANCISCO, CA 94103 • FACULTY/ADMINISTRATORS 415. 241.2246
CLASSIFIED • 415. 241.2252 • FAX. 415. 241.2335

INFORMATION REPORT
NO ACTION NECESSARY

DATE: 10/28/99
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor
Subject: Chancellor's Report -
Academic Employees
Acceptance of Resignation and/or
Resignation with the Intent to Retire
(991028 - RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

Resignation from the District Service

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Massey-Porter, Evelyn	Full-Time	Vocational Nursing	JAD	10/18/99

Nick Hovland, Originator

Page 1 of 1

BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on contracts under \$50,000, Office of Contract Education,
City College of San Francisco, October 1999

This report is for information only on contracts that the Office of Contract Education negotiated or amended under \$50,000 for the month of October 1999.

- San Francisco Public Library (SFPL-3) – Contract total \$10,160, term July 1, 1999 to June 20, 2000, for computer training.
- San Francisco Works LEAP Cycle III Training (SFW-5) – Contract total \$41,360, term August 16, 1999 to February 29, 2000, for training in Keyboarding, Computer Applications, Business Math, Business Communications/Office Procedures and Task-based Terminology.
- San Francisco Food Bank (SFFB) – Contract total \$960, term September 20, 1999 to September 24, 1999, for an 8-hour Basic Computer Training course.
- Department of Public Works (DPW-6) – Contract total \$6,000, term September 28, 1999 to December 31, 1999, for providing 47.5 hours of Business Communication workshops.
- San Francisco State University/Community Bridges Beacon (CBB-2) – Contract total \$6,000, term September 14, 1999 to May 31, 2000, for ESL training.

CHANCELLOR'S

REPORT

◆ **Chancellor's Monthly Report - October**

Attachments include:

- 1. Non-Credit Instructional and Student Services Equity Funding Proposal and Related Correspondence**
- 2. Information Related to Joint Federal Relations Commission Meeting in Atlanta**
 - **Policy Priorities of America's Community College**
 - **New Federal Student Aid Repayment Policies**
 - **Welfare Reform/Welfare to Work Update**
 - **Tax Legislation**
 - **Meeting Student Needs in the Second Century**
- 3. News Articles from San Francisco Chronicle and New York Times**
- 4. Standards of Excellence Review Report on Financial Aid**



OFFICE OF THE CHANCELLOR

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3303 • FAX 415. 239.3918

MEMORANDUM

DATE: October 20, 1999

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr. 
Chancellor

SUBJECT: Chancellor's Report – October

Well, this was another one of those months and it started off with a “bang,” with the District having to once again extend a significant amount of energy and time working our bond funds through the Board of Supervisor's Finance Committee. You will recall that on September 22, 1999, Peter Goldstein and I went before the Committee seeking a final recommendation on appropriating the funds. After a considerable level of discussion and a strong statement of concern by the Finance Committee Chair, Mr. Leland Yee, our resolution was continued to the October 6 meeting.

Caught completely by surprise, and evidently in the crossfire between the Finance Committee and the School Board (which was the real subject of their concern), we needed to regroup and prepare for positioning ourselves for getting approval at the October 6 meeting. I met with each of the Finance Committee members individually, as well as representatives of the Mayor's Office for Finance, addressed all of their questions/concerns, and was told that we should have no further problems. In the meantime, Peter was working directly with Harvey Rose and his staff, Ed Harrington's Office, and the City Attorney. Between us, Peter and I managed to get the support necessary to ensure approval. Taking nothing for granted, I asked members of the Mission Campus, the Chinatown/North Beach Advisory Committees, and members of our Board of Trustees (Dr. Grier, Mr. Rodis, and Mr. Varni) to be present, in addition to a select group of our faculty and staff. Prior to October 6, Lawrence Wong met directly with representatives of the MBE/WBE business community, explained our situation, addressed their questions, and got a commitment from them to call the Chairman of the Finance Committee and show up at the October 6 meeting to demonstrate their support (which turned out to be unnecessary). The College received a unanimous vote from the Committee, and we can now move forward and get some much needed and long-overdue work completed.

At the state level, some significant developments have taken place, which have required my direct involvement. As you know, I was appointed to the Funding Formula Task Force jointly established by the Legislature and the Board of Governors. Working throughout the summer, the

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DR. PHILIP R. DAY, JR., CHANCELLOR

Task Force's principal objective was to address inequities in the current funding formula as it relates to both credit and non-credit. The membership of the task force was dominated by representatives of institutions primarily focused on credit programs. It was further burdened by representatives from the Chancellor's Office, who clearly don't care about equitable funding for the non-credit arena.

As you might expect, the draft recommendations of the Committee were not on target in terms of addressing our concerns and funding issues. My letters to Chancellor Nussbaum and Vice-Chancellor Lenz on this issue have been sent/copied to you; however, I am including another set in your package just in case, and so that others might be made aware of our position. I am putting a "full-court press" on the issue (with the assistance of both Peter Goldstein and Leslie Smith), having already addressed the issue directly with the Chancellor and other CEOs at the Fall Leadership Conference, the Executive Committee of CEOs, and the statewide Consultation Council. Other CEOs from non-credit institutions around the state have written letters of support, and we are fully prepared to press our own case directly with the Legislature on this matter if our proposal does not receive a favorable review and is included in the Funding Formula Task Force's final recommendations that goes to the Legislature. By the way, the State Chancellor's position on the matter is reflected on page 2 of my September 23 letter to Patrick Lenz. Basically, it suggests that the Partnership for Excellence funding proposal addresses the non-credit equity issue. **That is not true.** We would have received the PFE funding anyway for all the FTES we generate on top of our Base appropriation. The inequities are within the basic funding formula, not in the PFE program. Until the basic funding formula is fixed, we will always receive less on an FTE basis proportional to our effort in the non-credit arena. I'll keep you advised of future developments.

On the national level, Board President Lawrence Wong, Vice President Dr. Anita Grier, Trustee Rodel Rodis, and I attended the national Association of Community College Trustees (ACCT) meeting in Atlanta. I'll let them share with you their own observations about the trip, but I want to give you some details of my involvement at the conference.

While there, I attended the Joint Federal Relations Commission Meeting (ACCT and AACC) because I am on the Board of that Commission. The meeting was well attended and covered quite a bit of territory. I am enclosing some background information on: 1) The latest updates on policy developments (see Policy Priorities of America's Community Colleges, a draft position paper intended for submittal to the Presidential Candidates of major parties; 2) Background Information on the New Federal Student Aid Repayment Policies (which we are strongly fighting to change); 3) The latest update on Welfare Reform/Welfare-to-Work; and, 4) Relevant Tax Legislation impacting our community colleges.

In regard to number one above, you should know that I authored the AACC position paper on Workforce and Economic Development, which was used in the last Presidential Campaign in 1996. You will note on the draft document some numbers written alongside each Goal/Priority that reflect my sense of what the priorities should be. The Joint Commission on my recommendation adopted this revised set of priorities and directed staff to further edit the document to reflect a "bit more passion" (if you will). When I receive the final draft, I'll send it to you for review.

The other area I concentrated on while in Atlanta was to meet with representatives of the area's Historic Black Colleges and Universities (HBCU). Credit goes to Dr. Grier for initiating this idea, and we immediately seized upon it, scheduling a series of highly productive meetings between ourselves (the Trustees and Chancellor) and institutional representatives of Clark-Atlanta University, Morris-Brown College, Spelman College, and Morehouse College. The meetings were very productive and resulted in their strong support of our initiative in this area.

Returning to the District level, our successful trip to Atlanta was only exceeded by the resounding success of our official signing ceremony of the National Articulation Agreement between a dozen HBCUs and City College. It was a first class affair. The Mayor was thrilled to be a part of it, and I know members of the Board, faculty, staff, and students were enthusiastic about the event and the efforts by Dr. Augustine's staff and mine to plan, organize, and get it done in such a quality way. The HBCU "Transfer Day" on October 20th and the very successful, well-attended luncheon honoring HBCU representatives was just "icing on the cake." Now we move on to the task of working one-on-one, with each of the HBCUs, to finalize our articulation efforts. This is a "big win" for us but most importantly for the African American students throughout our districts. A special note of appreciation and credit needs to be given to Trustee Jim Mayo for his foresight, vision, and commitment in 1996 which resulted in this resolution being approved, setting the stage for this drama to unfold in such a meaningful way. I'm attaching some publicity that came out on Sunday, October 17 in both the *San Francisco Chronicle* and *The New York Times*. The articles certainly reflect both the timeliness and relevancy of our efforts.

The premiere opening of the internationally acclaimed Photo Exhibit, "All of Us Are Related, Each of Us is Unique" and the seminars associated with the exhibit jointly sponsored by SFSU, SFUSD, and City College were all extremely successful. The opening event in the Diego Rivera Theater attracted approximately 200 people, including faculty, staff, and students from CCSF, SFSU, and SFUSD. A 10-minute news program, featuring the exhibition at our Rosenberg Library, was aired on October 10, Channel 4. The staff and leadership of our respective institutions need to be recognized for their important efforts in this regard.

Further, and as promised, I am forwarding to you a copy of the complete draft report of the Standards for Excellence Review of our Financial Aid Program conducted by the National Association of Student Financial Aid Administrators. A final report will be forwarded directly to my office later. I will be working directly with Frances Lee, Don Griffin, Jorge Bell, Frank Chong, and our Financial Aid Advisory Committee to specifically address all of the issues/recommendations included in this report. It's important to point out that we asked for this review and it is a reflection of the Board's, Chancellor's, the Administration's, and the entire institution's commitment to better serve our students and to assist them directly in providing much needed financial assistance to ensure their success. This report represents a new beginning and a commitment to move forward.

Finally, the Steering Committee of our Self-Study effort is nearing completion of the next-to-final draft of our self-study report. It is at that stage where I feel comfortable forwarding it to you for your information and review. We are targeting the November meeting as the time frame in which to bring the final draft forward for your consideration and approval. Out of respect for the need to give you as much opportunity as possible to read the report, I will be sending the "near-final draft" to you, under separate cover, next week.

The Steering Committee and our co-directors, Dr. Sandra Handler and Professor Barbara Cabral, have done an excellent job to date of both overseeing the Self-Study process and preparing the final report. We all owe them a debt of gratitude for their diligence, energy, leadership, and fine work.

Other activities I was directly involved in during this past month are reflected below:

- 1) Held individual meetings with members of the Finance Committee of the Board of Supervisors and their respective staffs to discuss issues related to the release of our bond money.
- 2) Met with the Chair of the Classified Senate to discuss City College issues and plans.
- 3) Spoke to representatives of the Mission District Business Community about plans for the new campus.
- 4) Attended and spoke at the "Welcome Social" for new administrators.
- 5) Attended Chancellors/CEO's Fall Leadership Retreat and presented City College's proposal for funding non-credit programs;
- 6) Attended the New Computer Lab Dedication Ceremony in honor of Ethel M. Garlington.
- 7) Attended and spoke at Board of Supervisor's Finance Committee and received unanimous approval for release of our bond funds.
- 8) Met with representatives of the Osher Foundation to discuss new/potential funding opportunity.
- 9) Met with representatives of the Executive Committee of the Academic Senate to discuss current issues and plans.
- 10) Granted several interviews with representatives of the Guardsman Student Newspaper.
- 11) Hosted and chaired meeting of the Planning and Budgeting Council.
- 12) Attended and spoke at meeting of Campus/School Deans on the issue of developing a District-wide Educational Development Plan;
- 13) Hosted the formal opening of the Photo Exhibit "All of Us are Related; Each of Us is Unique," and the symposium on the National Dialogue on Race.
- 14) Participated in the Columbus Day Parade.
- 15) Attended and spoke at the local celebration of "National Coming Out Day," sponsored by the Queer Alliance.

- 16) Attended ACCT National Conference in Atlanta.
- 17) Conducted College Agenda Review.
- 18) Met with representatives of the Technology Roundtable to discuss future plans.
- 19) Delivered keynote address at the Western Region National Council on Marketing and Public Relations.
- 20) Hosted HBCU Signing Ceremony in City Hall and College Transfer Day at the Phelan Campus.
- 21) Attended statewide meeting of Consultation Council in Sacramento.
- 22) Planned and hosted special meeting of the Board of Trustees on the matter of Teacher Review.
- 23) Hosted meeting of new Chancellor of the L.A. Community College District to discuss common areas of interest and concern particularly as it relates to statewide legislative advocacy.
- 24) Attended Retired Faculty Luncheon (Scheduled for Thursday, October 28th) at Fort Mason Campus.

If you have any questions on any of these areas of interest, please contact me directly. Thank you for your continued support.

Attachments

PRDJ:az

NONCREDIT INSTRUCTIONAL AND STUDENT SERVICES EQUITY FUNDING PROPOSAL

Alternative A

- 1) District must have over 1,000 FTES of noncredit or generate over 10% of their FTES in noncredit to be eligible to receive funding.

- 2) If Noncredit FTES is less than or equal to 1,002:
\$303,667 per college plus \$35.87 per FTES.

If Noncredit FTES is greater than 1,002 but less than or equal to 3,303:
\$235,663 per college plus \$103.76 per FTES.

If Noncredit FTES is greater than 3,303:
\$183,059 per college plus \$119.69 per FTES.

This funding model is based upon a calculation, which is **HALF** of what credit programs get for **instructional support services** alone. Future considerations (long-term strategy) need to include an appropriate calculation on the basis of both instructional support services and student support services standards.

Price Tag: \$13,409,284 (based on 1999-2000 base FTES)

Alternative B

- 1) District must have over 1,000 FTES of noncredit or generate over 10% of their FTES in noncredit to be eligible to receive **base** funding. **All** districts would receive per FTES funding.

- 2) If Noncredit FTES is less than or equal to 1,002:
\$303,667 per college plus \$35.87 per FTES.

If Noncredit FTES is greater than 1,002 but less than or equal to 3,303:
\$235,663 per college plus \$103.76 per FTES.

If Noncredit FTES is greater than 3,303:
\$183,059 per college plus \$119.69 per FTES.

If a district is not eligible for base funding:
\$119.69 per FTES.

Price Tag: \$15,332,365 (based on 1999-2000 base FTES)

NONCREDIT INSTRUCTIONAL AND STUDENT SERVICES EQUITY

FUNDING PROPOSAL

District	99-00 Base Noncredit FTES	Percent of Total District FTES	Base Funding	Per FTES Funding	Total Funding
SAN DIEGO	13,925.74	34%	\$ 183,059.00	\$ 1,666,771.82	\$ 286,176.72
SAN FRANCISCO	12,761.71	38%	\$ 183,059.00	\$ 1,527,449.07	\$ 1,710,508.07
RANCHO SANTIAGO	9,101.21	36%	\$ 183,059.00	\$ 1,089,323.82	\$ 1,272,382.82
NORTH ORANGE	5,674.55	19%	\$ 183,059.00	\$ 679,186.89	\$ 862,245.89
MT. SAN ANTONIO	3,649.43	18%	\$ 183,059.00	\$ 436,800.28	\$ 619,859.28
LOS ANGELES	3,394.07	5%	\$ 183,059.00	\$ 406,236.24	\$ 589,295.24
<i>Subtotal</i>	48,506.71		\$ 1,098,354.00	\$ 5,805,768.12	\$ 6,904,122.12
SONOMA	2,822.97	15%	\$ 235,663.00	\$ 292,911.37	\$ 528,574.37
GLENDALE	2,732.36	22%	\$ 235,663.00	\$ 283,509.67	\$ 519,172.67
SANTA BARBARA	2,257.35	19%	\$ 235,663.00	\$ 234,222.64	\$ 469,885.64
MERCED	1,636.54	21%	\$ 235,663.00	\$ 169,807.39	\$ 405,470.39
PASADENA	1,541.20	8%	\$ 235,663.00	\$ 159,914.91	\$ 395,577.91
CITRUS	1,433.97	15%	\$ 235,663.00	\$ 148,788.73	\$ 384,451.73
SOUTH ORANGE	1,315.33	7%	\$ 235,663.00	\$ 136,478.64	\$ 372,141.64
FOOTHILL-DEANZA	1,265.80	4%	\$ 235,663.00	\$ 131,339.41	\$ 367,002.41
PALOMAR	1,228.98	8%	\$ 235,663.00	\$ 127,518.96	\$ 363,181.96
BUTTE	1,113.95	11%	\$ 235,663.00	\$ 115,583.45	\$ 351,246.45
MIRA COSTA	1,100.79	17%	\$ 235,663.00	\$ 114,217.97	\$ 349,880.97
ALLAN HANCOCK	1,092.90	13%	\$ 235,663.00	\$ 113,399.30	\$ 349,062.30
MONTEREY	1,015.36	15%	\$ 235,663.00	\$ 105,353.75	\$ 341,016.75
<i>Subtotal</i>	20,557.50		\$ 3,063,619.00	\$ 2,133,046.20	\$ 5,196,665.20
DESERT	773.07	11%	\$ 303,667.00	\$ 27,730.02	\$ 331,397.02
MARIN	673.04	11%	\$ 303,667.00	\$ 24,141.94	\$ 327,808.94
NAPA VALLEY	650.88	13%	\$ 303,667.00	\$ 23,347.07	\$ 327,014.07
GAVILAN	518.81	13%	\$ 303,667.00	\$ 18,609.71	\$ 322,276.71
<i>Subtotal</i>	2,615.80		\$ 1,214,668.00	\$ 93,828.75	\$ 1,308,496.75
<i>Total</i>	71,680.01		\$ 5,376,641.00	\$ 8,032,643.07	\$ 13,409,284.07
YOSEMITE*	972.84	7%	\$ 303,667.00	\$ 34,895.77	\$ 338,562.77
BARSTOW*	169.00	9%	\$ 303,667.00	\$ 6,062.03	\$ 309,729.03
<i>Extended Total</i>					\$ 14,057,575.87

* Assumes that Yosemite and Barstow cross the threshold to receive base funding.

NONCREDIT INSTRUCTIONAL AND STUDENT SERVICES EQUITY

FUNDING PROPOSAL

LONG BEACH	861.54	5%	\$	-	\$	103,117.72	\$	103,117.72
WEST VALLEY-MISSI	786.92	5%	\$	-	\$	94,186.45	\$	94,186.45
COAST	748.32	3%	\$	-	\$	89,566.42	\$	89,566.42
SAN JOAQUIN DELT	621.32	5%	\$	-	\$	74,365.79	\$	74,365.79
STATE CENTER	585.65	3%	\$	-	\$	70,096.45	\$	70,096.45
CHAFFEY	573.81	5%	\$	-	\$	68,679.32	\$	68,679.32
SANTA MONICA	534.17	3%	\$	-	\$	63,934.81	\$	63,934.81
CHABOT-LAS POSIT	466.28	3%	\$	-	\$	55,809.05	\$	55,809.05
GROSSMONT-CUYA	453.79	3%	\$	-	\$	54,314.13	\$	54,314.13
VICTOR VALLEY	444.30	7%	\$	-	\$	53,178.27	\$	53,178.27
RIO HONDO	382.36	4%	\$	-	\$	45,764.67	\$	45,764.67
SEQUOIAS	372.56	5%	\$	-	\$	44,591.71	\$	44,591.71
LOS RIOS	309.06	1%	\$	-	\$	36,991.39	\$	36,991.39
SHASTA-TEHAMA-TR	269.97	4%	\$	-	\$	32,312.71	\$	32,312.71
YUBA	256.39	3%	\$	-	\$	30,687.32	\$	30,687.32
EL CAMINO	252.60	1%	\$	-	\$	30,233.69	\$	30,233.69
SOLANO	250.60	3%	\$	-	\$	29,994.31	\$	29,994.31
WEST HILLS	248.20	8%	\$	-	\$	29,707.06	\$	29,707.06
VENTURA	213.72	1%	\$	-	\$	25,580.15	\$	25,580.15
CERRITOS	195.12	1%	\$	-	\$	23,353.91	\$	23,353.91
SOUTHWESTERN	191.52	2%	\$	-	\$	22,923.03	\$	22,923.03
CONTRA COSTA	153.74	1%	\$	-	\$	18,401.14	\$	18,401.14
MT. SAN JACINTO	147.29	3%	\$	-	\$	17,629.14	\$	17,629.14
KERN	141.67	1%	\$	-	\$	16,956.48	\$	16,956.48
CABRILLO	137.16	1%	\$	-	\$	16,416.68	\$	16,416.68
LASSEN	133.52	6%	\$	-	\$	15,981.01	\$	15,981.01
RIVERSIDE	111.22	1%	\$	-	\$	13,311.92	\$	13,311.92
PERALTA	98.46	1%	\$	-	\$	11,784.68	\$	11,784.68
LAKE TAHOE	86.09	6%	\$	-	\$	10,304.11	\$	10,304.11
SANTA CLARITA	81.14	1%	\$	-	\$	9,711.65	\$	9,711.65
SISKIYOU	80.82	4%	\$	-	\$	9,673.35	\$	9,673.35
REDWOODS	77.43	1%	\$	-	\$	9,267.60	\$	9,267.60
FREMONT-NEWARK	74.79	1%	\$	-	\$	8,951.62	\$	8,951.62
MENDOCINO-LAKE	67.36	3%	\$	-	\$	8,062.32	\$	8,062.32
PALO VERDE	53.01	6%	\$	-	\$	6,344.77	\$	6,344.77
SIERRA	51.32	0%	\$	-	\$	6,142.49	\$	6,142.49
WEST KERN	23.86	3%	\$	-	\$	2,855.80	\$	2,855.80
SAN LUIS OBISPO	23.20	0%	\$	-	\$	2,776.81	\$	2,776.81
COMPTON	21.88	0%	\$	-	\$	2,618.82	\$	2,618.82
SAN MATEO	21.64	0%	\$	-	\$	2,590.09	\$	2,590.09
ANTELOPE VALLEY	16.10	0%	\$	-	\$	1,927.01	\$	1,927.01
HARTNELL	15.02	0%	\$	-	\$	1,797.74	\$	1,797.74
SAN JOSE-EVERGRE	14.95	0%	\$	-	\$	1,789.37	\$	1,789.37
FEATHER RIVER	0.89	0%	\$	-	\$	106.52	\$	106.52
IMPERIAL	-	0%	\$	-	\$	-	\$	-
SAN BERNARDINO		0%	\$	-	\$	-	\$	-
FTES Subtotal							\$	1,274,789.46
TOTAL	83,472.61	9%						\$15,332,365.33



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September 30, 1999

Patrick Lenz
Vice-Chancellor, Fiscal Policy Division
California Community colleges
1102 Q Street
Sacramento, CA 95814-6511

**RE: Non-Credit Program-Based Funding Standard 4:
Equalization of Instructional and Student Support Services Standard**

Dear Patrick:

This memorandum is to clarify some questions that have come up surrounding the Budget Change Proposal to fund a new Program-Based Funding Standard for Non-Credit.

First, I want to make it perfectly clear that this proposal would establish a new state standard for Non-Credit tied directly to Instructional and Student Support Services. The current standard for Non-Credit which is tied to Instruction, Instructional Services and Student Services would change to reflect only instruction but funded at the current level per FTES. A new standard for Non-Credit would be established tied directly to instructional and student support services exclusively and funded at 50% of the current "instructional services" rate for Credit FTES (i.e., 50% of the base allocation per college plus 50% of the per credit FTES allocation).

Secondly, the funding for this standard would be an **augmentation** to the current allocation. The augmentation would be through the state budget process, and it would be part of the system budget requests for fiscal year 2000-2001.

I hope this clears up any question regarding this issue, but please feel free to contact me if you have any further questions.

Sincerely,

Dr. Philip R. Day, Jr.
Chancellor

cc: Chancellor Tom Nussbaum
Non-Credit Deans
Non-Credit CEOs
Funding Formula Task Force

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September 23, 1999

Patrick Lenz
Vice-Chancellor, Fiscal Policy Division
California Community Colleges
1102 Q Street
Sacramento, CA 95814-6511

Dear Patrick:

I want to commend you on the job you have done pulling together a set of cohesive short-term funding formula proposals, as well as laying the ground work for long-term, comprehensive funding formula recommendations to complement the Partnership for Excellence program. The Task Force was a very large and divergent group, and, therefore, the recommendations reflect the broad diversity of our system. I also want to thank you for the opportunity to incorporate the needs of noncredit into the final Funding Task Force recommendations.

As promised, here is the proposed Equalization of Instructional and Student Support Services Budget Change Proposal. This funding strategy should be viewed as a "Short-term Recommendation", and therefore part of the Task Forces' one-year strategy for 2000-2001. As I suggested to you in September 16 letter, this BCP establishes a funding standard in noncredit for instructional and student support services.

The proposed BCP for \$14 million would

- 1) Establish one noncredit standard for Instructional and Student Services; and
- 2) Fund this standard at half of the current credit standard for Instructional Services.

Districts would have to meet one of two tests to be eligible for funding in the first year:

- 1) Generate over 1,000 noncredit FTES, or
- 2) Generate over 10% of its FTES in noncredit.

This dual test accommodates small districts, as well as large districts.

This BCP combines Instructional and Student Support Services into one standard, consistent with the Task Forces preliminary recommendations on September 20, 1999. The distribution of funds has been left on a per FTES basis because FTES most

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accurately represents student usage of these services, i.e. a student taking one class uses the library for work done in one class, while a student taking 5 courses, uses the library for the work for 5 classes. This is also true for counseling services. Therefore, FTES is the best measure of this standard.

I want to make it perfectly clear that this proposal does not fully fund the Instructional and Student Services needs of noncredit, but it would significantly increase student access to and the quality of non-credit instructional support, learning resource centers, and student support services. As I have stated many times, noncredit and credit should be funded equally, and additional augmentations to this standard should be pursued in future years to both 1) fully fund the standard and 2) allow all districts the ability to access the standard.

The proposed \$155 million increase in the Partnership for Excellence program does not negate the need for additional funds for noncredit equalization. All FTES would receive an augmentation of \$160 if the Partnership BCP for \$155 million is fully funded, not just noncredit. Therefore, the Partnership BCP does not specifically address inequities in the funding of noncredit. Furthermore, this BCP is consistent with the original charge of the Task Force and with AB 734, signed into law by the Governor, which specifically includes noncredit funding issues.

As I stated on August 20, 1999 in my letter to you, noncredit is underfunded by all accounts. And the types of services, educational quality and institutional support is very similar for both credit and noncredit. At the time of the separation of the community colleges from the K-12 districts, noncredit and credit were funded equally. When equalization of funding per FTES is viewed in this manner, all of the districts with large noncredit programs receive the lowest per FTES funding in the state. This equalization BCP begins to address these long-term inequities and represents a very reasonable compromise that specifically targets the inequities associated with non-credit. Surely, if we can agree to support \$15 million for Equalization, we can agree to address this equity issue as well.

The legislative plan adopted by the Board of Governors in September includes fully funding matriculation. I fully support this recommendation, however, without a funding source for the match, i.e. a support services funding standard, finding funds will be most difficult. Since the only source of funding currently available for the match is instruction, it would be very difficult to retain the current instructional standards that City College tries to follow, such as employing full-time faculty, keeping class sizes small, and generally improving the quality of the instruction delivered, while enabling students to improve their performance.

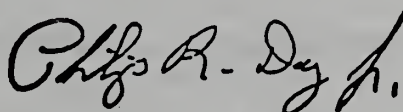
Letter to Patrick Lenz
September 23, 1999
Page 3

The adoption of this standard is also consistent with the Chancellor's Office legal opinion that matriculation for all students is one and the same program with the same standards.

Finally, by including this BCP in the complete package coming from the Funding Formula Task Force, only a very few districts are left out from any funding augmentation for 2000-2001.

I have attached the specifics of the proposal. Let me know if you have any questions, or if I can provide any additional information.

Sincerely,



Dr. Philip R. Day, Jr.
Chancellor

cc: Augustine Gallego, Chancellor – San Diego CCD
Dr. Edward Hernandez, Chancellor – Rancho Santiago CCD
Dr. Robert Agrella, President – Santa Rosa Junior College
Dr. John A. Davitt, President – Glendale CCD
Joseph Newmyer, Chancellor – North Orange CCD
Dr. Peter MacDougall, President – Santa Barbara CCD
Thomas J. Nussbaum, Chancellor – California Community Colleges
David Viar, Executive Director - CCLC
Funding Formula Task Force
CCSF Board of Trustees
Dr. Dale Shimasaki

Equalization of Instructional and Student Support Services Standard

1) District must have over 1,000 FTES of noncredit or generate over 10% of their FTES in noncredit to be eligible to receive funding.

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If Noncredit FTES is greater than 3,303:
\$183,059 per college plus \$119.69 per FTES.

This funding model is based upon a calculation, which is **HALF** of what credit programs get for **instructional support services** alone. Future considerations (long-term strategy) need to include an appropriate calculation on the basis of both instructional support services and student support services standards.

Price Tag: \$13,409,284 (based on 1999-2000 base FTES)



OFFICE OF THE CHANCELLOR

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415 239 3303 • FAX 415 239.3918

September 16, 1999

Patrick Lenz
Vice-Chancellor Fiscal Policy Division
California Community Colleges
1102 Q Street
Sacramento, CA 95814-6511

Dear Patrick:

I am concerned that my position may have been misrepresented to the Funding Formula Task Force. A proposed \$155 million increase in the Partnership for Excellence program does not negate the need for additional funds for noncredit equalization. First of all, the Partnerships Program will not be funded at this level. Unfortunately, that's a practical reality. Secondly, the proposed new method of funding equalization based upon **Revenue Per FTES**, with lower revenue districts receiving more than higher, only serves to exacerbate the current inequities in the system particularly as it relates to credit and non-credit.

As I stated on August 20, 1999 in my letter to you, noncredit is underfunded by all accounts. And the types of services, educational quality and institutional support is very similar for both credit and noncredit. We should not wait an entire year before attempting to correct the current disparity between noncredit and credit funding.

The variances in funding levels by district are based on historical (pre-Proposition 13) inequities due to locally based decisions. The underfunding of noncredit is similarly based on historical inequities. Prior to Proposition 13, both credit and noncredit were funded equally, and the choice of whether to offer a course in credit or noncredit was solely a local decision based upon student need.

Additionally, the changes in the growth formula proposed by the Task Force also stem from historical inequities created by the impact of fees in mainly urban districts.

Since the proposals of the Task Force correct historical inequities, I cannot support the Task Force's recommendations unless a correction for noncredit is included. I suggest we move towards a correction of the underfunding of noncredit by adopting and funding standards in noncredit for student services and instructional support services. I believe I

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DR. PHILIP R. DAY, JR., CHANCELLOR

emphasized this point during our last meeting.

The legislative plan adopted by the Board of Governors in September included fully funding credit and noncredit matriculation. I fully support this recommendation, however, without a funding source for the match in noncredit, i.e. a student services program-based funding standard, it will be most difficult to implement. Since the only source of funding currently available for the match is instruction, it would be very difficult to retain the current instructional standards that City College tries to follow, such as employing full-time faculty, keeping class sizes small, and generally improving the quality of the instruction delivered, while enabling students to improve their performance.

The adoption of these standards is also consistent with the Chancellor's Office legal opinion that noncredit and credit matriculation is one and the same program with the same standards.

I hope this clarifies my position relative to the noncredit issue. I want to be as supportive a team player as I can, but not at the expense of supporting an approach that ends up having little or no impact on the larger issue of equity funding in our system. I look forward to discussing the issue of standards at the next Task Force meeting.

Sincerely,

A handwritten signature in black ink, appearing to be "P. R. Day, Jr.", written in a cursive style.

Dr. Phillip R. Day, Jr.
Chancellor

cc: Tom Nussbaum



OFFICE OF THE CHANCELLOR

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415 233 3303 • FAX 415 239.3918

August 20, 1999

Patrick Lenz
Vice-Chancellor Fiscal Policy Division
California Community Colleges
1102 Q Street
Sacramento, CA 95814-6511

Dear Patrick:

I have been reflecting on the progress of the Funding Formula Task Force. I think it is time for us to put forth a proposal. I am very concerned that the variety of issues and considerations that have been put "on the table" are all over the map and lack both consistency and simplicity. Because of the scope and number of issues that have been introduced, I see the risk of us not achieving our task and losing this opportunity to make some significant but straight forward changes to our current formula. To that end I would like to suggest the following:

1. COLA

The truth of the matter is that the current COLA formula is not working. We need to look at what factors do in fact increase the costs of delivering education. The major cost to all community colleges is salaries. The federal government uses a salary-based COLA called the Employment Cost Index (ECI) for 1999 ranged from 4.02% to 3.54%.

In addition, we need to look at an adjustment for high cost areas. For example, the Federal Government uses Locality Pay Areas whereby federal workers in different areas of the nation receive a cost differential because of the cost of living in a particular area.

We also need to look at the increased costs of health benefits, utilities, and other specific areas that have had exponential increases in their costs.

We, of course, would have to bring K-12 into the discussions, but that is okay because it is a win for everybody.

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2. Equalization Standards

Since we have established statewide priorities, we need to develop an incentive funding program to encourage districts to respond to these priorities. One of the accepted principles of program-based funding standards is that standards cost money. The current equalization funding distribution provides no revenue or incentive to implement the standards.

I do not think we should let the legislature off the hook for not funding the legislated standards. We should hold their feet to the fire and say this is why we need general apportionment increases. If we remove or combine the measures we may only be indicating we need less resources or lower standards.

I think the real costs to continue and the real costs to improve our standards need to be the basis for building the state budgeting formulas.

3. Noncredit Equalization

Noncredit is underfunded by all assessments. The types of services, educational quality and institutional support is very similar for both credit and noncredit. It is the delivery methodology that is different. That methodology is designed to succeed with the most disadvantaged students. And because of their disadvantages they need the most, not the least, amount of support from our colleges.

Additionally in expanding upon this rationale, I feel compelled to offer an analysis that would strongly suggest that adult education (which represents a significant part of the non-credit effort), when operating fully within a post-secondary context is significantly different in terms of its mission, goals and objectives. Our effort is characterized by providing the full array of courses, preparation, and services that effectively "Bridge" students into college level activity. Our programmatic objectives are designed to transition students through an educational ladder that ultimately (and hopefully) provides them with a solid post-secondary experience. The K-12 based adult education program is different in both scope and intent. Their programs respond to the constitutional provision that insures/demands that K-12 provide opportunities for citizens of California to complete a high school degree. A major part of this effort also represents a "school drop-out" accommodation. Their scope is limited and so are their costs.

The Chancellor's Office legal counsel has recently issued an opinion that credit and noncredit matriculation are governed by the same regulations. We need to find a new funding source for the student services and instructional services component,

otherwise we can only draw off already limited resources from the instructional programs, which is not acceptable.

We need to develop some strategies to fully fund these programs. With some very simple regulatory changes, continuing to parallel the credit mode, we could begin to move in this direction and greatly benefit these students and their programs. One example might be to use enrollment census rather than daily positive attendance. Students should be routed to the programs and services that benefit them most, not that provide the highest rate of reimbursement from the state.

Noncredit should receive equal funding to the statewide average for credit. Noncredit should also be held to the same level of accountability as credit.

I also firmly believe that the most important accomplishment that this task force can make is to develop a comprehensive strategy to increase our funding level. I believe the guiding principles that should shape our request need to be Access, Student Success, Quality Improvement and Performance, and Technology.

I look forward to discussing this proposal with you at some time in the near future.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip", written in a cursive style.

Dr. Philip R. Day, Jr.
Chancellor

cc: Tom Nussbaum
Tom Van Groningen

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
JANUARY 1950
MEMORANDUM
TO: THE CHAIRMAN OF THE BOARD OF CHEMISTRY
FROM: THE DEPARTMENT OF CHEMISTRY
SUBJECT: REPORT ON THE PROGRESS OF THE
RESEARCH PROGRAM DURING THE
PAST YEAR

The research program of the Department of Chemistry during the past year has been directed towards the study of the properties of the various forms of carbon, and the synthesis of new carbon compounds. The work has been carried out in the following fields:

1. The study of the properties of the various forms of carbon, including the synthesis of new carbon compounds.
2. The study of the properties of the various forms of carbon, including the synthesis of new carbon compounds.
3. The study of the properties of the various forms of carbon, including the synthesis of new carbon compounds.
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9. The study of the properties of the various forms of carbon, including the synthesis of new carbon compounds.
10. The study of the properties of the various forms of carbon, including the synthesis of new carbon compounds.

POLICY PRIORITIES OF AMERICA'S COMMUNITY COLLEGES

America's community colleges are regionally accredited, two-year institutions of postsecondary learning. Located within easy access of most communities, the nation's 1,100 community colleges serve more than 11 million credit and noncredit students annually. Sixty-five percent of all community college students enroll part time, 58 percent are female, and 30 percent are members of minority groups. The average age of community college students is 29.

Community colleges offer a full range of education opportunities, including traditional transfer programs, vocational-technical training, community service, and basic skills enhancement. Almost all community colleges share with pride an "open-door" policy to provide access to individuals desiring to further their knowledge and enhance their skills. Community colleges award associate degrees and occupational training certificates to candidates who have met rigorous program standards.

Individually, each community college strives to provide its community-- urban, suburban, or rural-- with relevant higher education and job training opportunities that are high in quality and low in cost. Collectively, these colleges provide locally based education and training programs that assist millions of people in preparing for, and remaining economically viable in, today's rapidly changing global environment.

Community colleges are represented nationally by two organizations: the American Association of Community Colleges (AACC), which represents college chief executive officers, and the Association of Community College Trustees (ACCT), which represents governing boards. AACC and ACCT, both headquartered in Washington, D.C., work in partnership on a public policy and advocacy agenda that strengthens the capacity of community colleges to serve their communities and students.

America's community colleges invite the next President of the United States to work hand-in-hand in support of the following public policy priorities:

⑤ **GOAL: Reduce and eliminate legislative and regulatory burdens that impede community colleges' ability to be flexible, competitive, and innovative.**

Community colleges believe it is appropriate to have measures in place that ensure public dollars are spent judiciously to provide the services authorized by state and federal laws. However, such accountability measures must be structured in such a way that required reporting does not place an undue administrative burden on institutions.

The 106th Congress passed several major initiatives that benefit community college students. These include the reauthorization of the Higher Education Act, the Workforce

Investment Act, and the reauthorization of the Carl D. Perkins Vocational and Technical Education Act. Each of these programs provides valuable resources, some directly to students and some to institutions so that they may establish programs. However, each of these laws contains specific, and different, institutional reporting requirements to ensure public accountability.

Many community colleges do not have full-time staff assigned to compile such varied and complex data and are, therefore, required either to move existing staff from other duties or to outsource certain reporting activities. Moves such as these add to the cost of reporting and may reduce the overall efficiency of the college in meeting community needs.

The reporting requirements associated with the Hope Scholarship and Lifetime Learning tax credits also require community colleges to gather and report data. For these credits, institutions are required to report information about students to the Internal Revenue Service as well as to the students themselves. This reporting requirement has forced colleges to divert resources from serving students to compiling data and printing tax forms. Such reporting also raises questions surrounding students' privacy rights and issues associated with the Family Educational Rights and Privacy Act (FERPA).

- Community colleges support initiatives that will ensure that the information institutions are required to provide does not create an undue administrative burden on institutions. Whenever possible, similar or identical information should be gathered to assess the success of various programs.
- Institutions should be given either direct financial assistance or be allowed to use other mechanisms already in place to gather data if the gathering creates undue financial hardship for an institution. This will ensure that the maximum amount of funds possible will be allocated for services to students and not for administrative overhead.
- The reporting requirements associated with Hope and Lifetime Learning tax credits should be repealed.

⑥

GOAL: Support legislative and regulatory policies that enhance community colleges' use of emerging communications and educational technologies.

Community colleges have been pioneers in the use of analog and digital telecommunications technologies, including the Internet, to deliver education and training to students. The overall goal of community colleges in employing digital technologies is to enable remote students to have access to the same instructional materials and activities that classroom-based students have. Community colleges believe current copyright law

stymies the ability of colleges to maximize the use of digital technologies in their course offerings. Therefore, copyright law should be changed to:

- Support communication policies that protect community colleges from copyright infringement and that maintain intellectual property rights. Educators, including community colleges, should by law have the ability to display the same copyrighted materials on their computer networks they use in face to face settings. It is also appropriate that institutions put in place adequate, reasonable, and affordable safeguards to protect against the misuse of copyrighted works in a way that would harm the market for the works.

GOAL: Recognize the critical role that community colleges play in workforce and economic development.

For decades, government and business leaders have looked to community colleges to be a major player in workforce education and training. The colleges have stepped up to fill this role and have been exemplary providers of training as well as providers of valuable administrative and technical expertise for solving local economic development challenges. With the implementation of the Workforce Investment Act and the Carl D. Perkins Vocational and Technical Education Act, the importance of community colleges in such vital development activities should be underscored. Within this new system community colleges can play a variety of leadership roles including:

- being a primary provider of education and training services, especially to enhance the skills of workers to be hired by high-tech employers;
- helping craft statewide policy as members of state workforce investment boards;
- helping craft local workforce policy as members of local workforce investment boards;
- serving as a one-stop partner, and where appropriate running the one-stop center; and
- being the primary provider of postsecondary vocational education programs.

GOAL: Make community college truly accessible to all Americans through enhancement of the federal government's investment in student financial assistance and through targeted tax incentives. Such proven programs need substantially increased investment to realize their full potential.

① cont'd

Student Financial Aid

Overall, the 1998 amendments to the Higher Education Act (HEA) improved the Title IV student aid programs. These programs provide an effective, interlocking portfolio of grant, work, and loan programs, and they have evolved since the landmark Higher Education Act of 1965. But much more needs to be done, especially in regard to resources. We urge the next President to embrace the following:

- Provide steady increases in the Pell Grant program, which provides grants to more than 1.2 million community college students (almost one of every four credit students). The Pell Grant program functions to lower tuition and expenses for the neediest community college students. For the upcoming fiscal year, the authorized Pell Grant maximum is \$4,800; the current funded maximum is just \$3,125, a fraction of the average total annual costs for a community college student.
- Eliminate institutional penalties tied to student loan default rates. Default rates are not a reliable proxy for educational quality at community colleges because these institutions serve at-risk students with the greatest postsecondary education needs. Community colleges suffer undeserved negative sanctions and publicity because of the widespread and inappropriate practice of tying penalties to default rates.
- Continue to work to lower the interest rate and other costs associated with federal student loans. As is the trend throughout higher education, more community college students are forced to use loans as a financing vehicle for their education.
- Recognize that distance learning is here to stay, and that changes to the Higher Education Act are necessary in order to accommodate the unique structure of these programs. The distance education demonstration program now in effect must be used as a springboard to further changes the next time the HEA is reauthorized.
- Affirm the critical role that community colleges play in providing remedial education and continue to support the circumscribed use of Title IV funds for this purpose.

Targeted Tax Incentives

Section 127 of the Internal Revenue code allows individuals to exclude from taxable income up to \$5,250 in employer-provided educational assistance. Since 1978, Employee Educational Assistance has been among the nation's most successful and targeted strategies to assist working Americans in getting the education and training they need to compete effectively in today's global economy. By permitting individuals to receive tax-free educational assistance from their employers, business and industry have been able to help fill critical skills shortages while building a dedicated workforce.

Unfortunately, Section 127 is not a permanent part of the IRS Code and requires a legislative extension every few years. This provision needs to be made a permanent part

of the code to break the cycle of uncertainty for employers and their employees who seek to benefit from this important tax policy.

- Make Section 127, Employer Provided Educational Assistance, a permanent part of the IRS Code.

4 **GOAL: Acknowledge that the job of reforming welfare is far from complete and that community colleges must be given the tools to address the needs of the hardest-to-serve welfare population.**

The dramatic drop in welfare rolls is a testament to the success of the welfare reform law enacted in August 1996, as well as to the nation's longest economic expansion in history. The job of reforming welfare is not complete. Many individuals on welfare need additional education or job skills in order to be integrated into the economy, and those who have just left welfare for jobs need further postsecondary education to realize their full potential.

The next President needs to build upon the progress already made:

- The existing block grants to states should not be decreased and may need to be increased. Eventually, the economy will fall into recession and welfare rolls will expand. At that time, all committed funds will be needed by states.
- States should be permitted to allow TANF recipients to engage in up to 24 months of postsecondary education and that can be counted toward the state's work participation rate.
- The Welfare-to-Work program has had noticeable success in some areas and should be extended and broadened to include populations not currently served.

2 **GOAL: Build the investment in higher education by delivering stronger support for community colleges through a variety of essential federal programs and agencies.**

The federal government provides only a small fraction of the total funds received by community colleges, yet its targeted interventions make a dramatic impact on campuses across the country. Community colleges call on the next President to abandon the incremental policies applied to many of these programs and to make dramatic improvements to community colleges through them. Community colleges often receive great rhetorical support that is not backed up by the provision of badly needed resources.

The investments called for below cannot be realized under the existing statutory cap on appropriations. This cap has placed tremendous constraints on the appropriations

process, and its inflexibility has proven to be a fatal flaw. In effect the cap is observed for its own sake, rather than for substantive reasons such as the current state of the federal budget or real discretionary needs. The cap must be significantly altered or jettisoned outright.

Community colleges support the following:

- Substantially increased investment in the Carl D. Perkins Vocational and Technical Education Act. This program provides critical infrastructure support for equipment, student tracking, professional development, curriculum development, and many other locally determined purposes. Funding has stagnated and an appropriations increase of at least 25 percent is needed to restore purchasing power and meet current needs. Tech-Prep has taken root in many places, but requires continued expansion.
- Increase infrastructure and curriculum development in a variety of areas:
 - the Strengthening Institutions program in Title III-A is woefully underfunded;
 - the Advanced Technological Program at the National Science Foundation needs to have its funding momentum restored;
 - adult education programs merit continued emphasis;
 - key support at the Departments of Housing and Urban Development and Transportation should be enhanced;
 - programs at the National Endowment of Humanities, National Institute for Standards and Technology, and the Environmental Protection Agency remain vital sources of financing for community colleges.
- Develop a vital national workforce information training system, funded sufficiently to permit new one-stop centers to thrive and for individuals in need of training services to receive them. The new, integrated system must not lose its focus on the enormous outstanding need for support for skills acquisition and enhancement.

New Federal Student Aid Repayment Policies

The Higher Education Act (HEA) Amendments of 1998 overhauled the rules concerning the repayment of student financial aid funds to the government for students who drop out during a Title IV "period of enrollment." Refund rules were first set into statute by the 1992 HEA Amendments and they covered institutional refunds as well as those for federal funds. The new law affects only federal funds, but covers all Title IV recipients, not just first-time student aid recipients as did the 1992 law.

The law requires some community college students who receive federal student aid solely in the form of grants, and then drop out of college, to repay some of those grant funds, primarily Pell Grants. This, of course, is antithetical to the concept of a "grant" and the idea that grants should emphasize encouraging financially needy individuals to attend college, particularly those who are academically under-prepared. Unfortunately, the new law doesn't reflect the reality that many extremely needy students spend a large portion of grant aid at the beginning of their period of enrollment. However, Congressional staff who wrote the repayment law believed that, in some cases, it is appropriate to require students who drop out to repay grant funds.

The dynamics surrounding this issue are further complicated by the fact that a key provision of the repayment law, which automatically exempts 50 percent of grant funds from having to be returned to the government, is so convoluted that it is subject to multiple interpretations. One plausible interpretation almost always protects students from having to repay grant funds; this interpretation was advocated by college groups, including AACC, in a series of HEA "negotiated rulemaking" sessions earlier this year. In negotiated rulemaking the Department of Education (ED) did not accept this more student-friendly construction, and its proposed repayment regulation, which was issued on August 6, received widespread media attention (see enclosed story from The Chronicle of Higher Education). In a letter signed by American Council on Education President Stan Ikenberry, AACC and ACCT formally opposed the Department's position on the 50 percent grant protection rule.

Despite ED's intransigence in negotiated rulemaking sessions, more recent signs suggest that the Department may be reconsidering its position on the 50 percent grant protection clause. Apparently a battery of negative comments on its proposed rule, as well as intensive media attention, has given the Department pause on its approach. If the Department does not change its interpretation of this provision, AACC and ACCT may need to pursue legislative remedies next year through the anticipated HEA technical corrections bill.



Office of the President

September 15, 1999

Ms. Wendy Macias
U.S. Department of Education
PO Box 23272
Washington, DC 20202-3272

Dear Ms. Macias:

The higher education associations listed below write in response to the August 6 Notice of Proposed Rulemaking, pertaining to Student Assistance General Provisions. Many of us served as participants in the negotiated rulemaking sessions conducted by the Department to produce these proposed regulations, and are subject to the protocols that prevent us from commenting negatively on the portions of the rules on which consensus was achieved. Therefore, our comments are limited to a key issue on which negotiators did not concur – how to interpret the provision of the HEA statute in Section 484B(b)(2)(c) that protects 50 percent of Title IV grant funds from being repaid by the student.

We vigorously oppose the approach favored by the Department. We acknowledge that this complex provision can be interpreted in a number of different ways. However, we feel strongly the Department should interpret this provision in such a way as to minimize the amount of grant funds that need to be repaid by students. This can be achieved by eliminating 50 percent of the student's Title IV grant funds from the repayment calculation before further calculations are made, rather than after, as proposed in the NPRM. Other approaches are also feasible.

For nearly three decades, the Pell Grant program has played a distinctive role in opening the doors of college for students of limited means. Moreover, the Pell Grant program serves as a textbook example of the kind of public policy in which both individual recipients and society as a whole benefit in equal measure. While it is often referred to as an "access" program, the importance of the Pell Grant as a "second chance" program cannot be overlooked. For countless students, a Pell Grant has been the means to getting one's life back on track and to participating more fully in the economic and social life of the country. These grants are not loans, and were not designed to be returned to the government. Rather, they were conceived to give needy students an incentive and the means to achieve a college degree.

Embedded in the policy framework for the Pell Grant program has been an acceptance of the fact that not all recipients will complete their degrees, and certainly, that not all will do so in their initial attempt. The policy was premised on the belief that removing economic barriers and offering students a chance to enroll were the critical elements of the program. By interpreting the statute in the harshest possible way, the Department's proposed rule will punish students who do not complete a period of enrollment for having accepted the offer of a chance to attend college. The funds that the Department proposes to require students of extremely limited means to "repay" is money that in many cases will no longer be available, but already will have been spent on food and shelter or schools supplies. Failure to repay the funds will create a new class of "defaulters" whose transcripts will not be released, whose eligibility for additional federal aid will be compromised, and whose ability to reenter the system in the future therefore will be constrained, if not prohibited. We do not believe that the relatively small amounts of grant funds that will be recovered through this policy merits its harshness.

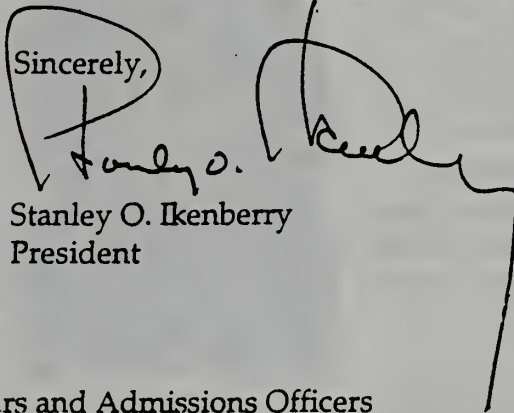
In fact, this policy will have the sharpest impact on those students who decide at some future point that they wish to return to postsecondary education. Students who do not make this effort will have no additional impetus to return grant funds that were originally tendered as such. The policy as promulgated in the regulations thus creates a disincentive for needy individuals who want to make a second try at higher education.

A second matter we wish to comment on is the formula for computing the return of Title IV funds. The Department worked collaboratively with the non-federal negotiators to clarify and simplify the requirements of this provision. We support the proposed rule, which we believe accurately reflects the agreement that was reached. However, during the negotiations we consistently stated that text alone would not be sufficient to make this regulation comprehensible and workable for our institutions. We appreciate the Department's reservations about including a worksheet within the regulation. But we strongly request the Department to commit to finding a way to make a sample worksheet available to financial aid administrators. Precedent for providing such a worksheet can be found in the GSL needs test form and in the equity in athletics regulation, which was accompanied by a sample form that was published in the federal register. Campuses were not required to utilize the worksheet, but were given the option of doing so. We are convinced that taking a similar approach with the return of funds provision is absolutely necessary, and is the only means to avoid widespread confusion and error.

Wendy Macias
September 15, 1999
Page 3

We appreciate the opportunity to comment on the proposed rule, and respectfully request that you give serious consideration to our recommendations.

Sincerely,


Stanley O. Ikenberry
President

On behalf of:

American Association of Collegiate Registrars and Admissions Officers
American Association of Community Colleges
American Association of State Colleges and Universities
American Council on Education
Association of American Universities
Association of Community College Trustees
Association of Jesuit Colleges and Universities
The College Board
The College Fund/UNCF
Council of Graduate Schools
Council of Independent Colleges
National Association for Equal Opportunity in Higher Education
National Association of College and University Business Officers
National Association of State Universities and Land-Grant Colleges
United States Public Interest Research Groups
United States Student Association

Proposed Federal Rules May Increase Paybacks of Financial Aid

Education Department drafts regulations on Pell Grant refunds, crime-reporting standards, and student-loan discounts

BY STEPHEN BURD

NEDY STUDENTS who drop out of college may have to pay back to the federal government large portions of their Pell Grants under rules proposed by the U. S. Education Department.

The proposed rules, published in the August 6 *Federal Register*, was one of several sets of rules released by the department in August to carry out changes that Congress made in reauthorizing the Higher Education Act in 1998.

Among other things, Congress substantially revised the policies spelling out how colleges must handle financial-aid refunds when aid recipients drop out. The lawmakers did so after institutions complained that the existing rules were too complex and intrusive.

The new law simplifies the refund-calculation formula for colleges, and, in some cases, may lower costs to institutions.

Even so, college lobbyists and leaders say the Education Department is taking too tough an approach toward enacting the new law. And the proposed rules follow a breakdown in months-long negotiations over the refund issue between college lobbyists and department representatives.

Federal officials say they are simply carving out Congress's intent. From now on, they say, students will have to "earn their aid"—the longer they stay in school, the more aid students will be able to hold on to.

'OPPORTUNITY WITH RESPONSIBILITY'

Aid is "awarded to a student under the assumption that the student will attend an institution for the entire period for which the assistance is awarded," the department states in the preamble to its proposed regulations. "When a student ceases academic attendance prior to the end of that period, the student may no longer be eligible for the full amount of [aid] funds that the student was originally scheduled to receive."

Education Department officials say they favor student-aid policies that promote "opportunity with responsibility"—in other words, policies demanding that recipients make wise use of aid funds.

But many student advocates and aid administrators on campus object to the notion that low-income students should have to "punch a clock" to receive their aid awards. They say it is unfair for the government to penalize the poor for dropping out of college.

"The poorest students are going to suffer the worst," said Susan Lipsmeyer, the financial-aid director at Grossmont College, a two-year institution in California. "And those too poor to repay their aid are going to have a tough time trying to re-enter college."

Ms. Lipsmeyer is helping lead an effort to persuade Congress to take another look at the new law.

Ironically, it was aid administrators who urged lawmakers last year to revisit the law regarding refunds, which Congress had put in place in 1992 to insure that sham trade schools were not hiking students and the government of aid money. Many aid



Susan Lipsmeyer of Grossmont College: "The poorest students are going to suffer the worst. And those too poor to repay" will have trouble re-entering college.



S. Daniel Carter of Security on Campus: New reporting rules will produce a more "accurate picture" of campus crimes, especially sexual assaults.

administrators found the 1992 provisions too complicated to follow.

Taking on that challenge, Senate aides developed a formula that required the return of "unearned" financial aid to the U.S. Treasury if recipients withdrew before they were 60 per cent of the way through an academic term. Under the formula, both the college and the aid recipient would be responsible for returning any aid in excess of that amount. Students who dropped out after the 60-per-cent mark would have "earned" all of their aid, and would not have to return it.

Realizing that the Senate aides' proposal could hurt low-income Pell recipients, representatives of key higher-education associations lobbied to have Pell Grants exempted from the calculations.

After a series of talks, the college groups thought that the aides had agreed to a compromise: 50 per cent of a student's grant would be exempt from calculations of how much aid had to be returned. In other words, for a student who received a \$2,000 Pell Grant, the most that would have to be returned was \$1,000. That refund would be reduced further, depending on the point at which the student withdrew.

However, after the final bill was approved last October, the college groups were surprised to find that the 50-per-cent provision was ambiguously worded.

Education Department officials insisted that the law, as written, did not clearly protect half of a student's grant. Instead,

they argued, the 50-per-cent cut should be made only after the college had calculated how much of the grant was unused for education. That interpretation would leave many ex-students owing much more grant money than under the plan that the college groups supported, financial-aid administrators say.

REFUSING TO BUDGE

Negotiations between college groups and the department broke down because the department refused to budge from its position. In the preamble to the proposed regulations, the department notes that there was "extensive discussion" over when the 50-per-cent cut should be made, but adds that it believes that its interpretation better reflects Congressional intent.

The department cites as evidence language included in a Congressional report that accompanied the final version of last year's Higher Education Act. That report said that the 50-per-cent cut was added to "reduce by half the amount of unearned grant assistance the student is responsible for returning."

If the proposed regulations are enacted, aid administrators say, those most hurt will be low-income students at community colleges and at other low-cost institutions, because those students are most dependent on grants.

Aid administrators do not expect the proposed regulations to affect those who attend costlier institutions, because stu-

dents at such colleges get most of their federal aid in the form of loans, and borrowers are already required to pay back their loan money.

The department has asked that comments on the proposed rules be submitted by September 15 to Wendy Macias, Department of Education, P.O. Box 23272, Washington 20202-3272.

"We have preserved the delicate and important confidential relationships between students and those performing pastoral roles at religious-affiliated institutions across the country."

Welfare Reform/Welfare-to-Work

While Welfare-to-Work has been in effect for almost a full year, the nation's welfare rolls have already declined by 46 percent over the past six years. Such precipitous declines now have policymakers focusing on those individuals and families trapped in the seemingly endless cycle of dependence on public assistance.

Several bills to amend the Personal Responsibility and Workforce Opportunity Reconciliation Act (PRWORA) have been introduced in this Congress. Of concern to community colleges and their trustees are various provisions to extend education programs as permissible work activities under Temporary Assistance for Needy Families (TANF.) On March 25th, Representative Lynn Woolsey (D-CA) introduced H.R. 1362, which amends TANF to include satisfactory progress toward completion of a high school or college program as a permissible work activity. A number of other bills that address the federal role in providing education and training to welfare recipients are also under consideration during this session.

The Administration's proposal to reauthorize Welfare-to-Work through FY 2000 is included in S. 1317/H.R. 1482, The Welfare-to-Work Amendments of 1999, introduced by Senator Daniel Akaka (D-HI), and Representative Ben Cardin (D-MD.) The Administration's bill does not propose changes in the basic structure of the program. The amendments are intended to expand employment opportunities while preserving the program's original focus. The President proposed an additional \$1 billion for the Welfare-to-Work initiative, in addition to the \$3 billion originally provided. At least \$150 million was to be targeted for job training and retention assistance programs to help fathers fulfill their responsibility to pay child support. House and Senate members have expressed a commitment to supporting this initiative in their appropriations bills, although it remains unclear whether additional funding will be provided.

The decline in caseloads is resulting in large sums of unexpended TANF funds to accumulate in state coffers. In a scramble to elude budget caps, lawmakers have begun to propose reclaiming state TANF funds to pay for other federally funded programs. The National Governors' Association has been fighting with Congress over such proposals, arguing that the funds need to be held in reserve in case the economy falls into a recession, and that, in any case, they were promised the funds. House lawmakers recently ignored the governors and proposed rescinding \$3 billion in block grants for FY 2000 to pay for labor, health, education programs, with the intention of reappropriating the dollars in FY 2001.

If the Welfare-to-Work legislation passes in current form, more flexibility to provide educational opportunities to TANF recipients may become a reality. This, coupled with increasing levels of unexpended state funds, suggests the possibility of several policy strategies for allowing welfare recipients to receive longer-term education and training. How should community colleges address this opportunity at the federal level?

Tax Legislation

On September 23, President Clinton vetoed the \$792 billion tax measure approved by Congress, the Taxpayer Refund and Relief Act. Instead of trying to compromise with the President on a smaller tax cut, Congressional Republicans are considering a small tax bill designed only to extend tax provisions that are scheduled to expire this year. The House Ways and Means Committee approved this "extenders" bill, H.R. 2923, on September 24.

Although a temporary extension of Section 127 of the Internal Revenue Code (which makes up to \$5,250 in employer provided educational assistance tax-free) was included in the vetoed tax plan, it was not included in H.R. 2923. As of October 1 it was still too early to tell if Section 127 would be included in a Senate crafted "extenders" bill. As of that date the Senate had made no plans for considering such a bill, but was expected to take action, either by the Finance Committee or by the full Senate, sometime in October.

If an "extenders" bill were presented to President Clinton this year it is possible that he might also veto that bill. The White House is insisting that any tax bill approved by Congress be paid for with funding offsets and not make use of the budget surplus for funding. As passed by the House, H.R. 2923 does not include any offsets.

The question of how to pay for tax cuts had behind-the-scenes implications for higher education while the Senate was considering the \$792 billion tax cut bill. Democrats strongly opposed the bill because of the impact the tax cut would have had on future budgets. Democrats claimed that the tax bill was premised on major reductions in discretionary spending in future years. As part of their strategy to attempt to defeat the bill in the Senate, Senate Democrats asked the education community to formally oppose the tax bill, using the argument that education funding (including Pell Grants and other annual appropriations) would be gutted for years to come if the tax bill were signed into law. Many major elementary and secondary education groups, including the National Education Association (NEA), opposed the bill. Because the Senate tax bill included benefits that higher education fought for (including, at that time, a permanent extension of Section 127), and knowing that the bill would be dead on arrival at the White House anyway, all the major Washington-based higher education associations chose not to oppose the bill. Should Congress attempt to pass another major tax cut bill next year it is likely that the issue of how to pay for the bill will again become a major point of contention between Democrats and Republicans.

Unfortunately, none of these tax packages contain a repeal of the reporting requirements associated with the Hope Scholarship and Lifetime Learning tax credits. Representative Donald Manzullo's (R-IL) bill to repeal the reporting requirements, the Higher Education Reporting Relief Act, H.R. 1389, has 60 cosponsors. In the Senate,

Susan Collins (R-ME) has introduced her version of the Higher Education Reporting Relief Act, S. 1412. The Senate bill does not go as far as the House bill in seeking complete repeal. Instead, S. 1412 would freeze the reporting requirements as those implemented by the Internal Revenue Service in 1997. S. 1412 has two cosponsors.

What type of strategy should we consider next year on reporting repeal, and how high a priority does the commission believe this issue warrants?

Education Provisions Included in Vetoed Tax Bill

The Taxpayer Refund and Relief Act vetoed by President Clinton included several educational related provisions in addition to the temporary extension of Section 127. These included:

- An increase in the contribution limit for Educational Savings Accounts (ESA) from \$500 per year to \$2,000 per year. It also provided that ESAs could be used for K-12 education, including private schools,
- Interest earned on qualified state pre-paid tuition plans would be tax free upon disbursement of the funds, and
- The 60-month limitation on the deductibility of student loan interest would be repealed.

These education provisions were not included in the "extenders" bill. However, should Congress attempt to write another large tax bill next year these provisions, because they were part of the failed conference report, would likely receive priority to be included in the new bill.

Meeting Student Needs in the Second Century

In a recent report by The Institute for Higher Education Policy (IHEP) entitled *State of Diffusion: Defining Student Aid in an Era of Multiple Purposes* (August 1999), the authors conclude that "(T)he purposes of student aid have become so fragmented that they may conflict with each other; success in some aid programs may erode the effectiveness of others." The Taxpayer Relief Act of 1997 (TRA) created both the HOPE and Lifetime Learning tax credits, targeting primarily middle-income students or only those taxpayers with taxable income liabilities against which a credit can be applied. A handful of state courts (Virginia being the most recent) have joined in the Texas *Hopwood* decision and ruled that race-based admission preferences are unconstitutional. The Educational Testing Service (ETS) is seriously contemplating creating two new indices to help guide colleges admissions officers' decision-making, one of which would ignore the test-taker's racial or ethnic background in interpreting or assigning overall weight to scores on the Scholastic Aptitude Test (SAT).

Each of these "developments" in their own way may affect community colleges' ability to serve people of color, economically and socially disadvantaged individuals, those transitioning off welfare, and immigrants. Community colleges currently serve an estimated 11 million students annually. Almost half of all first-time undergraduates enroll in community colleges. A much higher percentage of minorities attend community colleges than four-year institutions. Almost one-third of all Federal Pell Grant dollars are awarded to more than 20 percent of all credit students attending community colleges— an indication of the level of financial need that typifies today's community college student. And community colleges are generally recognized as efficient and vital providers of workforce education and training, and hence, economic development.

As community colleges approach their "second century" it seems appropriate to lay our historical mission of providing an "open door" to those who otherwise could not access higher education alongside such recent public policy trends and developments. Viewed in their totality, such developments suggest that public policy, to paraphrase the IHEP report, is "diffusing," or shifting in subtle and not so subtle ways as to present new challenges for community colleges seeking to meet the needs of their diverse communities. In short, should we ask if legislative and regulatory policies focus on serving the best interests of our constituents as we prepare for our second century? In this regard, it may do well to recall the 1988 *Building Communities* report, which observed:

"(T)he term *community* should be defined not only as a region to be served, but also as a climate to be created."

In this vein, should we begin the work of creating a bold new agenda that will create the climate for effecting change on behalf of communities all across America?

San Francisco Examiner

Early Dylan

Greil Marcus
on the young
Bob
[Examiner Magazine]

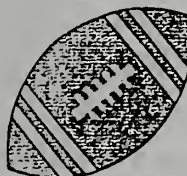


Pennant fever

Red Sox slam Yankees, 13-1;
Mets slide past Braves, 3-2 [B-1]

Big winners

Cal shocks UCLA, 17-0;
Stanford now 4-0 in Pac 10 [B-1]



—[★★★★★R]—
Sunday

OCTOBER 17, 1999

SPORTS FINAL
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1 DOLLAR & 30 CENT
NEWSSTAND PRICE

Education called key to racial integration

Anie Nakao
EXAMINER STAFF

Less many more black, Latino and Native American students achieve academic success at the college levels, it will be virtually impossible to integrate society's institutions completely, according to a ribbon panel commissioned by the College Board.

A report released Sunday by the National Task Force on Minority Achievement called for a new wave of "affirmative development" to eliminate persisting academic gaps between African American, Latino and Native American students, and their white and American peers.

To the extent that minorities are not prepared in sufficient numbers to take their places at the college levels of government, industry, the professions, the media and other areas, the goal

[See MINORITY, A-15]

♦ MINORITY from A-1

Warning on need for minority success

of a just and integrated society will be elusive," said Edmund W. Gordon, retired Yale University psychology professor and co-chair of the task force.

The report, "Reaching the Top," was the result of two years of study by the 31-member task force of scholars, educators, philanthropists, corporate leaders and minority advocates.

Among their wide-ranging recommendations: high quality after-school and summer supplemental programs; a commitment from schools, colleges and universities to focus on high-achieving minorities; and public and private resources to seek out and fund successful programs to tackle the problem.

One of the most troubling findings: Underrepresented minorities lag behind their white and Asian American peers at all socioeconomic levels — including the middle class.

Unlike the widely known academic problems of disadvantaged minorities, the issue of middle-class underperformance has received public attention only recently — even though it has been known since the late 1960s.

The issue of black middle-class underachievement was explored in "Making the Grade," a four-part series published in The Examiner last year.

Soaring competition at the most selective colleges and universities has put the issue on the front burner, particularly with the dismantling of affirmative action.

The middle-class gap is significantly related to the high-achievement issue since it is the middle class that typically produces high achievers.

Obviously, many minorities excel academically. But many more do not, despite the narrowing of the achievement gaps since the 1970s.

Paucity of advanced minorities

Collectively, black, Latino and Native American 12th-graders comprised only about one in 10 students classified as "advanced" in a national sample of students tested in reading, math and science in 1996 and 1998, the study found.

At the college level, underrepresented minorities in 1998 accounted for only about one in 20 students who had very high SAT scores typical of those admitted to highly selective colleges and universities. The SAT is a college entrance exam administered by the College Board.

It was the inability of some minorities to compete at the highest academic levels that helped fuel the affirmative action controversy and a related debate on whether the SAT should be ditched.

The study cited complex factors related to the achievement gaps — from historical racism and unequal treatment in the schools to minority parents' lack of sophistication about educational options and student attitudes.

Economics also plays a key role since poverty and low school achievement are linked.

Even middle-class youngsters are affected if they go to schools where poor children attend — which frequently happens with blacks because of housing segregation.

Prejudice and cultural factors

The report also cited the effect of racism.

"While it is difficult to quantify the overall negative impact of prejudice and discrimination on the educational fortunes of underrepresented minority students, we have strong reason to believe that it is large," the report said.

Prejudice can even have a strong psychological impact on high-achieving minorities, who feel others believe they cannot do well.

Cultural factors also are at play. The study noted that East Asian American students typically study in peer groups, perhaps because, early on, parents teach their children to work together on homework.

East Asian American parents are also more likely than whites to train their children to believe that success is based on effort, not innate ability.

Immigration is also playing a role in the achievement gaps by reinforcing the disparities, especially between Asians and Latinos.

That is because a high percentage of adult immigrants from Asia are highly educated, while the opposite is true for immigrants from Latin America.

California in particular will feel the implications of these immigration patterns.

Task force offers suggestions

Still, the task force was optimistic that a triad of solutions can help narrow the gaps.

One suggestion: make the high academic achievement of black, Latino and Native American students a priority on college and university campuses — which now focus mostly on increasing enrollment, retention and graduation rates.

At UC-Berkeley, the Professional Development Program has helped promising minority students perform very well in freshman calculus by providing strong peer support in a demanding environment.

As a result, most participating students earn an "A" or a "B" in the freshman calculus course.

Another approach would be working with elementary and secondary schools on strategies to increase the number of high-achieving minority students.

For example, schools could help minority students who are now high achievers to continue to do well. In many urban schools, students with higher test scores make smaller gains than disadvantaged students — because resources targeted the disadvantaged.

New national consortium

Some public schools are already working on the problem. The Berkeley schools are part of a new national consortium of 14 multiracial suburban school districts that are sharing resources to address minority underachievement.

"This is a national problem, so we're working together on this issue," said Berkeley Superintendent Jack McLaughlin. "There's gotta be some answers."

The consortium is getting both technical assistance and funding through the College Board.

The task force also wants to significantly expand opportunities for supplementary education programs, such as after-school, summer and other programs, not just for disadvantaged minorities but also for the middle class.

The strategy is one that seems to work for many East Asian American parents, who structure their children's out-of-school time in ways that support learning.

For example, one task force researcher found that in a 2-mile radius of Los Angeles' Koreatown, there were about 300 nonprofit and for-profit after-school and weekend supplementary education programs.

"The researcher concluded that the community had essentially organized a parallel educational system to the schools — and the parents were paying for most of these services," the report said.

Not just cream of the crop

While most of these strategies are aimed at high achievers, the effort must be part of a larger commitment to improve educational outcomes for all underrepresented minorities, from the disadvantaged to the high achievers.

Funding for research is also critical.

According to the report, although \$500 billion was invested in 1995 by all levels of government on children and teens, only \$2 billion of that went to research and development. And private foundations contributed just \$75 million of that.

"The task force's recommendations for action reflect a deep commitment to the concept of affirmative development — the notion that our nation has both strong moral and practical interests in taking an extensive array of public and private actions designed to ensure that underrepresented minority groups significantly increase their rate of educational progress," the report said.

Raising the "floor" of academic performance also will raise the "ceiling" and boost the numbers of high-achieving minorities, the task force hopes.

While some school reformists might debate the focus on high achievement, Eugene Cota-Robles, professor of biology emeritus at UC-Santa Cruz and task force co-chair, believes the approach is critical.

"It is possible to foster high achievement without being elitist and exclusive," said Cota-Robles. "My hope is that people would understand that we need to really foster and encourage high achievement so we have honors graduates from college. Until then, it's my opinion that we really will not be able to break into American intellectual circles."

PROFICIENCY DIVIDE

Percentages of 12th grade students within the proficient and advanced ranges on the NAEP 1998 reading test, 1996 math test and 1996 science test.

	Proficient			Advanced	
	Reading	Math	Science	Reading	Math Science
White	40	18	24	7	2
Black	17	4	4	1	0
Latino	24	6	6	2	0
Asian	33	26	19	6	7
Native American	24	3	10	3	0

SOURCE: College Board

Report Calls for New Focus On Aid for Minority Students

P.4 TIMES
OCT. 17, 1999
SUNDAY

By JODI WILGOREN

A task force of prominent educators has found that the performance gap between black, Hispanic and Native American students and their white and Asian counterparts persists across the socioeconomic spectrum, from kindergarten through graduate school, according to a report being released today.

After decades of discussion about the most economically and educationally disadvantaged students, the College Board's National Task Force on Minority High Achievement has collected the results of an array of research showing that even in middle-class suburbs and elite colleges, African-Americans, Hispanics and Native Americans lag behind, failing to make the honor roll or earn similar plaudits in proportion to non-

Educators find gaps between races at all income levels.

Hispanic whites and Asians.

In sounding the alarm, the task force calls for a strategy of "affirmative development" that would emphasize minority performance at all levels rather than focus on enrollment in colleges and universities. The College Board plans to spend up to \$10 million in the next decade researching and replicating programs that produce high-achieving black and Hispanic students.

"Chronic underachievement among minority students is one of the most critical problems facing our country today," said Gaston Caperton, president of the College Board, a national association of educational institutions that administers the SAT and other standardized tests. "It is particularly troubling because we are not just talking about disadvantaged youngsters. Even minority students from relatively wealthy families with well-educated parents do not typically perform as well as white and Asian students from similar backgrounds."

Among the most significant findings in the report, which defines minority students as black, Hispanic or Native American, as opposed to whites and Asian-Americans, are these:

¶Only 10 percent of the 4th-, 8th- and 12th-grade students who scored at the highest level on the National Assessment of Educational Progress tests in reading, math and science were minorities.

¶Minorities earned only 13 percent of the nation's bachelor's degrees, 11 percent of professional degrees and 6 percent of the doctoral degrees in 1995, when they made up about 30 percent of the under-18 population.

¶At mainstream colleges and universities, minorities earn significantly lower grades than white and Asian students who scored similarly on entrance exams.

¶An education gender gap is particularly acute among minorities: Over all, men earned 45 percent of all bachelor's degrees in the mid-1990's, but among black students, only 36 percent were awarded to men.

"These differences in educational outcomes contribute to large disparities in life chances," says the report, called "Reaching the Top." Noting that minorities will make up 40 percent of Americans under 18 by 2030, it adds, "The rapid changes that are taking place in the racial and ethnic composition of the nation bring a new sense of urgency to this work."

The recommendations are broad and somewhat vague, but the task force members, who include Henry Louis Gates Jr., head of the Afro-American Studies Department of Harvard University, and James P. Comer, of Yale University, an expert on children, lend a seriousness to the work. The 31-member group is headed by Edmund W. Gordon, a Yale professor emeritus of psychology, and Eugene H. Cota-Robles, professor emeritus of biology at the University of California at Santa Cruz.

The report calls on high schools and elementary schools to share information on programs that improve minority achievement, and urges collaboration between minority colleges and mainstream institutions as well as between community colleges and four-year schools.

For colleges, the task force recommends that officials not only look at grades and class rank, but also at course selection and research projects. It says financial aid should be geared to high achievement rather than just graduation.

At the elementary and secondary levels, the task force urges the Department of Education and individual districts to make high achievement among minorities a top priority in both research and public policy. The report also calls for an expansion of supplementary education opportunities, like math clubs and science fairs, to serve minorities and asks businesses and foundations to devote money to these programs.

The report highlights several examples where minorities have achieved greater success, including

a program at the University of Maryland that recruits top black math students, and one at the University of California at Davis that gives extra support to biology majors. Both resulted in unusual numbers of minorities graduating with honors.

"If we can do it in biology in one place and in math in another place," Mr. Cota-Robles said in an interview, "can we find ways to replicate it?"

Standards of Excellence

Review Program

October 12, 1999

TO: Frank Chong
Dean of Student Affairs
City College of San Francisco
50 Phelan Avenue, E201
San Francisco, CA 94112

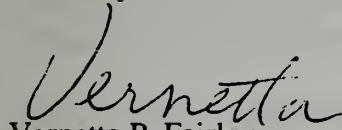
FM: Vernetta P. Fairley, Director
Standards of Excellence Review Program
NASFAA

Draft Report

I have enclosed the draft report of the Standards of Excellence Review conducted on your campus during the period of September 8-10, 1999. Please contact me with any questions. I will forward the final report to your institutional president as soon as we resolve any questions or issues.

Thank you for the opportunity to serve you. I look forward to hearing from you soon.

Sincerely,



Vernetta P. Fairley
Standards of Excellence Review Program
NASFAA

Enclosure



N·A·S·F·A·A

NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS
1129 20th STREET NW SUITE 400 WASHINGTON, DC 20036-3489

National Association of Student Financial Aid Administrators

STANDARDS OF EXCELLENCE REVIEW DRAFT REPORT

**City College of San Francisco
50 Phelan Avenue
San Francisco, CA 34112**

The National Association of Student Financial Aid Administrators (NASFAA) supports financial aid professionals at colleges, universities, and career schools. NASFAA is the only national association with a primary focus on student aid legislation, regulatory analysis, and professional development for financial aid administrators.

NASFAA is the largest postsecondary education association in Washington, DC with institutional members. NASFAA's members include nearly 3,000 postsecondary institutions and 260 individuals and organizations with an interest in student aid.

NASFAA's Standards of Excellence Review Program offers voluntary peer reviews of postsecondary institutions. The review examines Federal Program Compliance, Operations and Delivery; Systems, Automation, and Technology Utilization; Human Resources and Facilities; and Customer Service issues.

METHODOLOGY

1. A participating institution conducts a comprehensive self-study using NASFAA's *Self-Evaluation Guide for Institutional Participation in Title IV and Other Federal Programs* and other documents designed to aid NASFAA in the review process.
2. A desk audit of institutional data is performed to assess the institution's strengths and weaknesses, to match peer reviewers with institutional needs, and to identify special institutional needs or attention.
3. Peer reviewers conduct the on-site review using assessment tools developed by NASFAA and others including a compliance manual, federal Title IV guidelines, the NASFAA Electronic Encyclopedia, review worksheets, staff assessment documents, and other references. Peer reviewers assess Title IV compliance, identify institutional good practices, evaluate human resources and facilities, and perform a preliminary analysis of customer service.

4. Admission and financial aid files are reviewed; students, staff and administrators are interviewed; financial staff members are given diagnostic assessments; computer technology is evaluated and inventoried; and other institutional documents are reviewed for regulatory compliance.
5. The most recently completed award year is reviewed. In this report, the 1997-98 academic year was reviewed, and all references contained herein are applicable to that award year.
6. We conducted our review in accordance with generally accepted standards. Those standards require that we plan and perform the review to obtain reasonable data regarding an institution's delivery of Title IV assistance. The review included an examination, on a limited basis, evidence supporting claims and disclosures made by the institution. We believe our review provides a reasonable basis for the opinion rendered in this report; however, because of inherent limitations in any review, errors, irregularities, or areas of non-compliance may nevertheless exist and not be detected.

STRENGTHS

The following items were identified by the peer review team as strengths in the delivery of financial aid to students. The Standards of Excellence Review Program defines strengths as practices at an institution that exceed minimum regulations or requirements. Usually, strengths enhance student service or the overall educational program at an institution.

1. City College of San Francisco provides comprehensive scholarship information on its website and a scholarship handbook is also available.
2. Implementation of the Banner2000 administrative software product appears to be progressing as scheduled. It is essential that the institution continue to involve personnel from all pertinent departments during software implementation to ensure that all personnel participate in training and interact with one another.
3. The Financial Aid Office is to be commended for the workshops held twice each week to assist students in completing the Free Application for Federal Student Aid (FASFA). Of particular note is the fact that these sessions are held in several languages.
4. Award letters in the files contain the cost of attendance, the Effective Family Contribution (EFC), and the financial need of the student. If an award changes, a revised award letter is sent to the student so that he or she is informed of the change and has the opportunity to evaluate the new award.
5. The institution pays its student employees every two weeks. Federal regulations require only that Federal Work-Study employees be paid a minimum of once each month. The institution's by-weekly payroll is especially advantageous to needy students.

RECOMMENDATIONS

The Standards of Excellence Review Program defines recommendations as non-regulatory guidance offered to enhance financial aid delivery at the institution.

1. The institution should complete its development of a master technology plan. The plan should ensure that federally required minimum hardware configurations for the delivery of financial aid are addressed. Also, such items as computers, networks, storage media, monitors, printers, fax machines, kiosks, software, voice response technology, web information, smart cards, and imaging technology should be evaluated.
2. Banner2000 software should be implemented as rapidly as possible. Implementation of Banner2000 software could permit students to access financial aid awards and register for classes online. Implementing this software may also shorten or eliminate student lines at various offices and allow students to access the institution's student information database.
3. To further enhance electronic services to students, we recommend that the institution provide additional student Internet access so that students may participate in electronic filing of the Free Application for Federal Student Aid (FASFA). Students should also be provided hardware and facilities to permit them to access data on Banner2000.
4. The Financial Aid Office should implement the Federal Family Education Loan Program (FFELP) Processing component of the Banner2000 Financial Aid System. This will permit more timely and efficient student loan processing.
5. The application for admission to the Community College of San Francisco includes data that is important to the awarding of federal aid at the institution. Currently the Admissions Office does not enter data collected on the application for admission into the institution's student database until after the semester begins. The Financial Aid Office collects much of this same data in its effort to award federal financial aid in a more timely manner. To reduce redundant entry of student data and decrease incidences of conflicting data, we recommend that the Admissions Office enter the following additional data elements:
 - Name(s) of institution(s) previously attended
 - Citizenship status
 - Date of birth
 - Major program of study
 - Educational goal
 - Educational status

The Secretary considers an institution to have administrative capability if the institution—

Develops and applies an adequate system to identify and resolve discrepancies in the information that the institution receives from different sources with respect to a student's application for financial aid under Title IV, HEA programs. In determining whether the institution's system is adequate, the Secretary considers whether the institution obtains and reviews—

- (1) All student aid applications, need analysis documents, Statements of Educational Purpose, Statements of Registration Status, and eligibility notification documents presented by or on behalf of each applicant;
- (2) Any documents, including any copies of State and Federal income tax returns, that are normally collected by the institution to verify information received from the student or other sources; and
- (3) Any other information normally available to the institution regarding a student's citizenship, previous educational experience, documentation of the student's social security number, or other factors relating to the student's eligibility for funds under the Title IV, HEA programs; [§668.16(f)]

6. We recommend that withdrawal dates be reported and entered into the institution's database on a more timely basis. A faculty member will occasionally drop a student from the class roster but fail to report it to the Registrar's Office; therefore, the student database continues to indicate that the student is enrolled. This practice could result in a student receiving financial aid funds after he or she is longer eligible. In addition, retroactive withdrawals are also permitted. The institution's policy states that retroactive withdrawals may only be granted when an emergency arises; however, during the review, peer reviewers noted more frequent use of this type of withdrawal. Retroactive withdrawals increase the institution's exposure to financial loss if the institution is unable to collect Title IV funds from students who have been granted a retroactive withdrawal.

- (a) (1) If a student officially withdraws, drops out, or is expelled before his or her first day of class of a payment period, all funds paid to the student for that payment period for institutional or non-institutional costs under the Federal Pell Grant, FSEOG, and Federal Perkins Loan programs are an overpayment.
(2) The institution shall return that overpayment to the respective Title IV, HEA programs in the amount that the student received from each program.
- (b) For purposes of this section, the Secretary considers that a student drops out before his or her first day of class of a payment period if the institution is unable to document the student's attendance at any class during the payment period. [§668.21]
- (3) If a student does not register for the period of enrollment for which the [Federal Stafford] loan was made, or a registered student withdraws or is expelled prior to the

first day of classes of the period of enrollment for which the loan is made, the school shall return the proceeds to the lender

- (4) If the school is unable for any other reason to document that a registered student attended school during the period of enrollment for which the loan is made, the school, must determine the student's withdrawal date ...[and] ...notify the lender of the student's withdrawal, expulsion, or failure to attend school, if applicable, and return to the lender--
 - (i) Any loan proceeds credited directly by the school to the student's account; and
 - (ii) The amount of payments made directly by the student to the school, to the extent that they do not exceed the amount of any loan proceeds delivered by the school to the student. [§682.604(d)(3) and (4)]
7. We recommend that faculty submit grade reports on or before the institution's established due date. Information reported to peer reviewers indicated that many faculty members submit end-of-term grade reports well after the deadline, and students often receive a grade of "RD." Untimely submission of grades places an unfair burden on students attempting to transfer to other institutions, gain employment, or meet minimum Satisfactory Academic Progress requirements to obtain financial assistance for a subsequent semester or term.
8. A prior review of the institution recommended that CCSF inventory its equipment. The peer review team recommends that the institution employ an inventory control agent to ensure implementation of this recommendation.
9. Each CCSF employee should receive training about protecting the rights and privacy of students as required by the Family Educational Rights and Privacy Act (FERPA).
10. We recommend that the institution evaluate the staffing of the Financial Aid Office. We refer here, not just to numbers of employees but also to the delegation of responsibilities and the flow of work within the office.
11. We believe current workspaces in the Financial Aid Office are cramped, provide very little or no privacy for student and staff conversations, and need immediate improvement. A new space under construction for the department is encouraging; however, we strongly urge the institution to obtain and implement the input of current financial aid staff members and students regarding configuration and design of the new space. Incorporating the recommendations of employees and students will help improve student service and financial aid processes.

12. Financial aid staff at all levels should be required to participate in periodic training. The staff needs to remain abreast of frequently changing federal regulations and learn how statutes and guidelines impact the responsibilities of financial aid administrators and the students they serve.

The peer review team specifically encourages the financial aid staff to seek training in the following areas:

- Immigration and Naturalization Service (INS) documents and citizenship documentation requirements;
- Institutional policies and procedures regarding professional judgment, special and mitigating circumstances, and dependency overrides;
- Financial aid appeals;
- Student loan consolidation procedures; and
- Definitions of various student loan terms including the meaning of loan guarantee.

One training avenue the institution may wish to investigate is U. S. Department of Education training via the Internet which will soon be available.

The Secretary considers an institution to have administrative capability if the institution—

Designates a capable individual to be responsible for administering all the Title IV, HEA programs in which it participates and for coordinating those programs with the institution's other Federal and non-Federal programs of student financial assistance. The Secretary considers an individual to be "capable" under this paragraph if the individual is certified by the State in which the institution is located, if the State requires certification of financial aid administrators. The Secretary may consider other factors in determining whether an individual is capable, including, but not limited to, the individual's successful completion of Title IV, HEA program training provided or approved by the Secretary, and previous experience and documented success in administering the Title IV, HEA programs properly.... [§ 668.16(b)(1)]

13. The Financial Aid Office should also develop an employee handbook that addresses office operational procedures as well as institutional policies. This effort could begin by incorporating descriptions of internal functions and procedures that are presently in place.
14. Solicit the input of the financial aid staff when developing policies and procedures. Staff members who interact with students need to be able to explain institutional policies to students in a plausible manner—a task they cannot accomplish if they do not understand the policy's rationale themselves. Distinctions should be made as to what is federal statute, what is federal regulation, and what is institutional policy.

15. A financial aid appeals committee should be formed to hear Satisfactory Academic Progress appeals of students. This committee should be comprised of CCSF faculty and staff members who are not employed in the Financial Aid Office as well as financial aid recipients. The composition of this committee could help improve the image of the financial aid office and help educate others on campus about financial aid policies.
16. The institution should develop and implement written policies and procedures for:
- Exercising professional judgment;
 - Adjusting students' cost of attendance; and
 - Identifying acceptable documentation for selective non-registration.

Implementing these policies would provide consistency to employees and allow students to request a review of their financial need or appeal financial aid awards and other decisions in a more systematic manner.

17. The Financial Aid Office needs to communicate more frequently and more effectively with other campus departments. The delivery of financial aid to students is an institution-wide commitment. In particular, the Financial Aid Office and the Accounting Office should discuss the collection of Federal Pell overpayments. We suggest a written delineation of responsibilities indicating who places a hold on the student's records, who notifies the National Student Loan Data System (NSLDS) of the overpayment, and who notifies NSLDS when the overpayment is resolved. Business Office personnel were unfamiliar with the new Recipient Financial Management System (RFMS) used to report and request funds under the Federal Pell Grant Program. The Business Office staff was interested in learning more about RFMS and this system's impact on Potential Overpayments of Federal Pell Grants.

To begin and to continue to participate in any Title IV, HEA program, an institution shall demonstrate to the Secretary that the institution is capable of adequately administering that program under each of the standards established in this section. The Secretary considers an institution to have that administrative capability if the institution—

Has written procedures for or written information indicating the responsibilities of the various offices with respect to the approval, disbursement, and delivery of Title IV, HEA program assistance and the preparation and submission of reports to the Secretary.... [§668.16(b)(4)]

18. We recommend that the financial aid staff include recalculating student need in its procedures to resolve financial aid overawards. Chapter 5 of the 1998-99 Federal Student

Financial Aid Handbook provides comprehensive information and a review of options to resolve overawards.

The institution shall decide whether the student has increased financial need that was unanticipated when it awarded financial aid to the student. [§673.5(d)(1)]

19. The current multi-page verification form used by the institution during its review of student application data is cumbersome and inefficient. We recommend that the office use the verification form provided by the U. S. Department of Education or design an institutional document that mirrors the federal form.
20. During the next revision of the institution's catalogue, we recommend that the institution consider a layout that is more student-friendly. The current catalog design is difficult to follow; for example, course descriptions and curriculums are interspersed.

COMPLIANCE EXCEPTIONS

The following items were identified by the peer review team as compliance exceptions. The Standards of Excellence Review Program defines compliance exceptions as violations of federal laws, regulations, or regulatory guidance. The institution is strongly urged to take immediate action to correct the exceptions noted.

1. The institution should have only one identifier. Currently the institution uses two federal identification numbers—one for credit students and one for non-credit (clock hour) students.

In the 1999-2000 award year, the Department will implement a single eight digit identification numbering system for schools participating in the SFA Programs. The Department is taking steps to designate one OPEID number for schools that currently have more than one number. In July 1997, the Department sent a Program Identifier Report (PIR) and cover letter to each financial aid office of participating SFA schools. A copy of the cover letter was also sent to the school's business office. The PIR included institutional information, including a school's existing program identifiers (as well as any old FFEL identifiers) and Title IV school codes.

The PIR also contained the school's legal address. Schools were instructed to provide all changes to the information to the Department by September 30, 1997. After this information has been received, the Department will assign each school a single identifier for its educational and administrative sites. The Department will notify a school of the date after which the new identifier will be used. For additional information, a school may access the web site, <http://www.sii.ed.gov> or call 202-708-4608. [1998-99 Federal Student Aid Handbook p. 3-223 and DCL ANN-97-7a]

2. The institution does not award students in its non-credit (clock hour) programs Federal Family Education Loan Program (FFELP) funds. An institution cannot refuse loans based on the student's enrollment in a non-credit (clock hour) course if the course is part of an eligible program. The statute that permits an institution to deny or refuse to certify a student loan specifically requires that an institution exercise its right to deny or refuse to certify a loan on a case-by-case basis.

A school may refuse to certify a Stafford or PLUS loan application or may reduce the borrower's determination of need for the loan if the reason for that action is documented and provided to the student in writing, provided--

- (1) The determination is made on a case-by-case basis;
 - (2) The documentation supporting the determination is retained in the student's file....
- [§ 682.603(e)(1) and (2)]

3. Payment must be made readily available to all students. Currently the institution disburses checks to students beginning the first day of class, in alpha sequence one day at a time. If the student misses his or her day, he or she must wait until the end of the week for their check. Disbursement is made at only one office and only during daytime hours. Provisions must be made for evening students.

If the institution enrolls a significant number of students who are (A) attending the institution less than full time, or (B) independent students, the institution shall use a reasonable proportion of the funds available under this section for financial aid services during times and in places that will most effectively accommodate the needs of such students. [HEA 489(b)(2)]

4. The Ft. Mason Campus of CCSF is not currently on the institution's Program Participation Agreement. The eligibility of an additional location depends upon the percentage of the educational program that can be completed there, but all sites offering courses that are eligible for financial aid must be reported.

A participating institution must notify the Secretary, in writing, if the institution wishes to—

Include in its participation in a Title IV, HEA program a location that is not currently included in the institution's participation in the program and that offers at least 50 percent of an educational program.... [§668.12(c)(1)]

5. There is no procedure in place for notifying the U. S. Department of Education when the institution learns of an employee's conviction of a drug charge.

The Drug-Free Workplace Act of 1988 (Public Law 101-690) requires a *federal grant recipient* to certify that it provides a drug-free workplace. Because a school applies for and receives its campus-based allocation directly from the Department, the school is considered to be a grantee for purposes of the Act. Therefore, to receive campus-based funds, a school must complete the certification on ED Form 80-0013, which is part of the FISAP package (the application for campus-based funds). This certification must be signed by the school's CEO or other official with authority to sign the certification on behalf of the entire institution. The certification lists a number of steps that the school must take to provide a drug-free workplace, including

- establishing a drug-free awareness program to provide information to employees,
- distributing a notice to its employees of prohibited unlawful activities and the school's planned actions against an employee who violates these prohibitions, and
- notifying the Department and taking appropriate action when it learns of an employee's conviction under any criminal drug statute. [1997-98 Federal Student Aid Handbook p. 3-53]

6. The institution shall compile and provide to current and prospective students and employees by September 1 of each year, through appropriate publications and mailings, an annual security report. Also, institutions are required to provide information regarding available treatments for drug and alcohol abuse. There was no evidence that CCSF provided this information to prospective students.

An institution shall distribute the security report required by paragraph (a) of this section annually to all—

Prospective students as defined in Sec. 668.41(b) and prospective employees as defined in paragraph (f) of this section, upon request, provided that such individuals are informed of the availability of the security report, given a summary of its contents, and given the opportunity to request a copy. [§668.47(b)(2)]

The institution provided the required consumer information in its institutional catalog but charges a fee for the catalog; therefore, not all students receive a copy.

7. Institutions must provide a written explanation as to why the student's Social Security number is being requested and how it will be used.

Each educational agency or institution shall annually notify parents of students currently in attendance or eligible students currently in attendance, of their rights under the Act and this part. The notice must inform parents or eligible students that they have the right to--
Consent to disclosures of personally identifiable information contained in the student's education records.... [§99.7(a)(1) and (2)(iii)]

"Personally identifiable information" includes, but is not limited to--

A personal identifier, such as the student's social security number or student number;
[§99.3]

An institution may not disburse any Title IV funds to a student until the institution is satisfied that the student's reported Social Security number is accurate. [§668.36(b)(1)]

8. During a federal program review of the institution, the Department of Education instructed the institution to give all students a grade for courses. The institution implemented the practice of awarding grades to financial aid recipients, however, it continues to award the non-grade of "UG" to non-financial aid recipients. All enrollees should receive a grade for all courses even if the grade is only a pass/fail distinction.

For purposes of determining student eligibility for assistance under a Title IV, HEA program, establishes, publishes, and applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory progress in his or her educational program. The Secretary considers an institution's standards to be reasonable if the standards--

- (1) Are the same as or stricter than the institution's standards for a student enrolled in the same educational program who is not receiving assistance under a Title IV, HEA program;
- (2) Include the following elements:
 - (i) A qualitative component which consists of grades ... work projects completed, or comparable factors that are measurable against a norm. [§668.16(e)(1) and (2)(i)]

9. The institution's student consumer information does not adequately make available the required minimum information to students, prospective students, employees, and others. Student consumer information was deficient or absent in the following areas.

Institutional Information

For each award year in which an institution participates in any Title IV program, the institution shall provide to currently enrolled and prospective students:

- a clear and conspicuous written statement containing its refund policy

The institution shall provide a clear and conspicuous written statement containing its refund policy, including the allocation of refunds and repayments to sources of aid to a prospective student prior to the earlier of the student's enrollment or the execution of the student's enrollment agreement. The institution must make available to students upon request examples of the application of this policy and inform students of the availability of these examples in the written statement. The institution shall make its policy known to currently enrolled students. The institution shall include in its statement the procedures that a student must follow to obtain a refund, but the institution shall return the portion of a refund allocable to the Title IV, HEA programs in accordance with paragraph (f) of this section whether the student follows those procedures or not. If the institution changes its refund policy, the institution shall ensure that all students are made aware of the new policy. [§668.22(a)(2)]

- a statement of the institution's refund policy regarding unearned tuition and fees or other refundable portion of institutional costs-

Institutional information that the institution must publish and make readily available to current and prospective students under this subpart includes, but is not limited to—

A statement of the refund policy of the institution for the return of unearned tuition and fees or other refundable portion of costs paid to the institution....
[§668.44(a)(2)]

- a statement explaining how the institution distributes any refund to Title IV program(s)

Institutional information that the institution must publish and make readily available to current and prospective students under this subpart includes, but is not limited to—

A statement of the institution's policies regarding the distribution of any refund due to the Title IV, HEA programs as required [§668.44(a)(3)]

Financial Assistance Information

For each award year in which an institution participates in any Title IV program, the institution shall provide to currently enrolled and prospective students:

- information about financial aid programs and procedures to apply for financial aid

Information on financial assistance that the institution must publish and make readily available to current and prospective student's under this subpart includes, but is not limited to, a description of all the Federal, State, local, private and institutional student financial assistance programs available to students who enroll at that institution.

These programs include both need-based and non-need-based programs. The institution may describe its own financial assistance programs by listing them in general categories. [§668.43(a)]

For each program referred to [above], the information provided by the institution must describe--

The procedures and forms by which students apply for assistance;
The student eligibility requirements;
The criteria for selecting recipients from the group of eligible applicants; and
The criteria for determining the amount of a student's award. [§668.43(b)]

- information to applicants about the institution's verification policies and procedures

[The institution] shall furnish, in a timely manner, to each applicant selected for verification a clear explanation of--

- (1) The documentation needed to satisfy the [institution's] verification requirements; and
- (2) The applicant's responsibilities with respect to the verification of application information, including the deadlines for completing any actions required under this subpart and the consequences of failing to complete any required action. [§668.53(b)]

10. All student consumer information must be provided annually to all current and prospective students.

For each award year in which it participates in any Title IV, HEA program, an institution shall—

If necessary, prepare and publish materials covering the topics set forth in Sec. 668.43 and Sec. 668.44; and

Make those materials available to the student through appropriate publications and mailings before the student enters into a financial obligation with the institution, to—

All currently enrolled students; and

Any prospective student, upon request of that student. [§668.42]

11. There is no attempt to perform post screening of Institutional Student Information Records (ISIRs) as required.

Each School must access and review any ISIR transaction it receives as a result of the Post-Screening process. It must then determine if the change in default or overpayment status that created the transaction affects the applicant's eligibility for Title IV aid.

The school is also responsible for monitoring any other changes reported to it on the ISIR (loan annual or aggregate amounts, changes in the EFC, etc.).

It is critically important that schools carefully monitor student eligibility data that is included on ISIRs and Student Aid Report (SARs) regardless of the reason for the creation of the transaction. [DCL GEN-98-6 p. 3]

12. The institution does not have a policy to distinguish between students who inadvertently and fraudulently borrow in excess of annual loan limits.

No student shall be eligible to receive any grant, loan, or work assistance under this title if the eligible institution determines that the student fraudulently borrowed in violation of the annual loan limits under part B, part D, or part E of this title in the same academic year, or if the student fraudulently borrowed in excess of the aggregate maximum loan limits under such part B, part D, or part E.

If the institution determines that the student inadvertently borrowed amounts in excess of such annual or aggregate maximum loan limits, such institution shall allow the student to repay any amount borrowed in excess of such limits prior to certifying the student's eligibility for further assistance under this title. [HEA §484(f)]

13. The institution has no procedures in place to ensure that every eligible student receives a Federal Pell Grant, including those enrolled less than half time. Currently, a student must initiate payment by contacting the Financial Aid Office via mail, phone, or in person.

A school must pay **any** student who is eligible (including payment for less-than-half-time students), and must make payments for **all** eligible periods of enrollment (including remaining eligibility for students in summer school terms). [1997-98 Federal Student Aid Handbook p. 4-57]

14. The institution does not monitor Federal Work-Study (FWS) time cards to ensure that a student is not working during the hours that he or she is scheduled to attend class. The peer review team acknowledges that this requirement could be difficult to monitor; however, FWS supervisors should be aware of this guideline.

A student may not be paid under the FWS Program for receiving instruction in a classroom, laboratory, or other academic setting. [DCL CB-97-12, Q& As #47]

15. The Financial Aid Office awards Federal Work-Study without regard to its annual federal allocation, institutional match, or jobs available. Making unlimited Federal Work-Study awards often means that recipients are unable to locate campus employment or earn the funds awarded.

To participate in the FWS program, an institution of higher education shall enter into a participation agreement with the Secretary. The agreement provides that, among other things, the institution shall-

Make employment under the FWS program reasonably available, to the extent of available funds, to all eligible students;

Make equivalent employment offered or arranged by the institution reasonably available, to the extent of available funds, to all students in the institution who want to work.... [§675.8(c) and (d)]

16. There are no policies in place to award the campus-based financial aid funds—Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, and Federal

Perkins Loan. Also, the institution has not defined exceptional financial need as required by statute when awarding Federal Perkins Loan.

The institution shall establish selection procedures [for awarding Federal Perkins Loan] and these procedures must be--

- (1) In writing;
- (2) Uniformly applied; and
- (3) Maintained in the institution's files. [§674.10(c)]

An institution shall establish selection procedures [for awarding Federal Work-Study] and those procedures must be--

- (1) Uniformly applied;
- (2) In writing; and
- (3) Maintained in the institution's files. [§675.10(b)]

In selecting among eligible students for FSEOG awards in each award year, an institution shall select those students with the lowest expected family contributions who will also receive Federal Pell Grants in that year.

If the institution has FSEOG funds remaining after giving FSEOG awards to all the Federal Pell Grant recipients at the institution, the institution shall award the remaining FSEOG funds to those eligible students with the lowest expected family contributions who will not receive Federal Pell Grants. [§676.10(a)]

An institution shall make loans under this part reasonably available, to the extent of available funds, to all students eligible under Sec. 674.9 but shall give priority to those students with exceptional financial need.

The institution shall define exceptional financial need ... and shall develop procedures for implementing that priority. [§674.10(a)]

17. The institution's default rate for the Federal Perkins Loan Program is 21.8%. The institution has not filed a default reduction plan with the U. S. Department of Education as required. There is no written default management plan and the only default measure the institution has implemented is the practice of holding all Perkins Loan disbursements for 30 days after the beginning of the term.

An institution with a cohort default rate that equals or exceeds 15 percent shall establish and implement a plan designed to reduce defaults by its students in the future. The institution shall submit to the Secretary by December 31 of the calendar year in which the cohort default rate was calculated—

- (1) A written description of the default reduction plan; or
- (2) A statement indicating that the institution agrees to comply with the required measures in paragraph (b) of this section. [§674.6(a)]

18. The peer review team identified several compliance issues during its review of overawards.
- There is very little coordination between the Scholarship Office and the Financial Aid Office. Information about scholarship recipients is submitted to the Financial Aid Office very late in the semester, even when scholarship awards are made at the beginning of a semester.
 - It also appears that some scholarships are reported and others are not.
 - The financial aid staff did not seem to be aware of the \$300 overaward tolerance when recalculating student need or aware of when an institution may apply the overaward tolerance.
 - The institution did not have a written policy or procedure to prevent and monitor overawards.

The Secretary considers an institution to have that administrative capability if the institution—

Communicates to the individual designated to be responsible for administering Title IV, HEA programs, all the information received by any institutional office that bears on a student's eligibility for Title IV, HEA program assistance....

[668.16(b)(3)]

An institution shall take the following steps if it learns that a student has received additional resources not included in the calculation of Federal Perkins Loan, FWS, or FSEOG eligibility that would result in the student's total resources exceeding his or her financial need by more than \$300:

- (1) The institution shall decide whether the student has increased financial need that was unanticipated when it awarded financial aid to the student. If the student demonstrates increased financial need and the total resources do not exceed this increased need by more than \$300, no further action is necessary.
- (2) If the student's total resources still exceed his or her need by more than \$300, as recalculated pursuant to paragraph (d)(1) of this section, the institution shall cancel any undisbursed loan or grant (other than a Federal Pell Grant).
- (3) Federal Perkins loan and FSEOG overpayment. If the student's total resources still exceed his or her need by more than \$300, after the institution takes the steps required in paragraphs (d)(1) and (2) of this section, the institution shall consider the amount by which the resources exceed the student's financial need by more than \$300 as an overpayment. [§673.5 (d)]

Q-75. Is an institution permitted to use any tolerance similar to the ... tolerance allowed in the campus-based programs overaward provisions when making a determination that a student has received an overaward of a Stafford ... loan?

A-75. No. The Department has concluded that since the statute is specific on when an overaward is created, there is no statutory authority permitting the Secretary to allow a tolerance. [DCL GEN-90-33 Q & A #75]

The Secretary considers an institution to have administrative capability if the institution—

Designates a capable individual to be responsible for administering all the Title IV, HEA programs in which it participates and for coordinating those programs with the institution's other Federal and non-Federal programs of student financial assistance. The Secretary considers an individual to be "capable" under this paragraph if the individual is certified by the State in which the institution is located, if the State requires certification of financial aid administrators. The Secretary may consider other factors in determining whether an individual is capable, including, but not limited to, the individual's successful completion of Title IV, HEA program training provided or approved by the Secretary, and previous experience and documented success in administering the Title IV, HEA programs properly. [§ 668.16(b)(1)]

19. There are no written policies for resolving "C" codes. The institution is required to inform students within 30 days of the receipt of the ISIR; set a deadline by which students must submit documentation; and inform the students of the consequences of not submitting forms on time.

A student shall submit before a deadline specified by the institution all documentation the student wishes to have considered to support a claim that the student meets the requirements of Sec. 668.33(a)(2). The deadline, set by the institution, must be not less than 30 days from the date the institution receives the student's output document. [§668.137(a)]

20. The institution uses Formula Three to determine Federal Pell Grant eligibility; however, the formula was used incorrectly to calculate summer term awards. Formula Three would require the institution to multiply the number of weeks in the summer term (using the federal definition of a week) by 24 semester hours, then divide by the number of weeks in the academic year. The institution divided by six weeks when there were eight in the summer term.

For a student enrolled in a term other than a semester, trimester, or quarter, determining his or her enrollment status for the term by--

Dividing the number of weeks of instructional time in the term by the number of weeks of instructional time in the program's academic year;
Multiplying the fraction determined [above] by the number of credit hours in the program's academic year to determine the number of hours required to be enrolled to be considered a full-time student.... [690.63(d)(1)(ii)(A), (B)]

21. Current Financial Aid Office staffing levels and the staff's limited familiarity with financial aid guidelines could indicate a problem with the institution's ability to capably administer federal financial aid programs. Students complained vehemently about long lines, slow financial aid processing, misinformation, etc.

The Secretary considers an institution to have administrative capability if the institution—

Uses an adequate number of qualified persons to administer the Title IV, HEA programs in which the institution participates. The Secretary considers the following factors to determine whether an institution uses an adequate number of qualified persons--

- (i) The number and types of programs in which the institution participates;
- (ii) The number of applications evaluated;
- (iii) The number of students who receive any student financial assistance at the institution and the amount of funds administered;
- (iv) The financial aid delivery system used by the institution;
- (v) The degree of office automation used by the institution in the administration of the Title IV, HEA programs;
- (vi) The number and distribution of financial aid staff; and
- (vii) The use of third-party servicers to aid in the administration of the Title IV, HEA programs.... [§ 668.16(b)(2)]

22. The institution does not maintain a copy of the annual Drug-Free Workplace Certification or Lobbying, Debarment, Suspension Certification. The peer review team was not able to determine if the certifications were executed as required.

Included in the FISAP package the Department distributes to schools annually is the Department Form 80-0013, *Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements* and Standard Form LLL, *Disclosure of Lobbying Activities*. To participate in the campus-based programs each award year, a school's chief executive officer, or another person who has the authority to sign on behalf of the entire school, is required to complete, sign, date, and submit to the Department the above certification forms with the school's completed FISAP by the established deadline. [1997-98 Federal Student Aid Handbook p. 3-53]

23. File Review

- a. Documentation that initial and exit loan counseling sessions were conducted was missing from the files reviewed.

The school shall maintain in the student borrower's file documents substantiating the school's compliance with paragraphs (f)-(g) [initial and exit loan counseling] of this section as to that borrower. [682.604(g)(4)]

The records that an institution must maintain in order to comply with the provisions of this section include but are not limited to—

Documentation of and information collected at any initial or exit loan counseling required by applicable program regulations.... [§668.24(c)(1)(v)]

- b. Federal Stafford Loan lenders perform entrance and exit loan counseling on behalf of the institution. Neither the financial aid staff nor other institutional representative is present during entrance or exit loan counseling sessions. The institution does not have a systematic method of notifying a lender that a student needs exit counseling. The institution submits a Student Status Confirmation Report (SSCR) when a student withdraws or graduates; however, relying on this method to notify lenders that exit counseling is required could mean that more than thirty days elapse before exit loan counseling documents are mailed to the student.

...and a person knowledgeable about Student Financial Assistance (SFA) Programs must be available for questions shortly after the counseling session. [1997-98 Federal Student Aid Handbook p. 10-85]

If the borrower withdraws from school without the school's prior knowledge or fails to attend an exit counseling session as scheduled, the school shall mail written counseling material to the borrower at the borrower's last known address within 30 days after learning that the borrower has withdrawn from school or failed to attend the scheduled session. [682.604(g)(1)(ii)]

- c. One student's date of birth was verified using a passport; in another instance, the date of birth was verified using a driver's license.

If a student's name and SSN match but the SSA shows a different date of birth, a comment stating that the date of birth is inconsistent will appear on the student's output

document (Comment 60). The school should resolve the discrepancy with the student. In such a case, no further action is **required** through the CPS. However, if the student's reported date of birth is incorrect, the student or school can submit a correction. [1997-98 Federal Student Aid Handbook p. 2-28]

- d. Institutions must, within 15 days of submitting documentation to the Immigration and Naturalization Service (INS), make a decision regarding eligible non-citizenship status if they have the information to do so. The institution does not track the 15 days.

An institution shall make its determination concerning a student's eligibility ... pending the institution's receipt of an INS response to the institution's Form G-845 request concerning the student, if--

- (1) The institution has given the student an opportunity to submit documents to the institution to support the student's claim to be an eligible noncitizen;
- (2) The institution possesses sufficient documentation concerning a student's immigration status to make that determination;
- (3) At least 15 business days have elapsed from the date that the institution sent the Form G-845 request to the INS;
- (4) The institution has no documentation that conflicts with the immigration-status documentation submitted by the student; and
- (5) The institution has no reason to believe that the immigration status reported by the applicant is incorrect. [§668.136(b)]

- e. An applicant selected for verification listed they received income from in-kind support; however, the applicant merely stated his or her income was low and did not indicate a dollar amount or provide any supporting documentation.

The Secretary considers an institution to have that administrative capability if the institution—

Develops and applies an adequate system to identify and resolve discrepancies in the information that the institution receives from different sources with respect to a student's application for financial aid under Title IV, HEA programs. In determining whether the institution's system is adequate, the Secretary considers whether the institution obtains and reviews--

- (1) All student aid applications, need analysis documents, Statements of Educational Purpose, Statements of Registration Status, and eligibility notification documents presented by or on behalf of each applicant;
- (2) Any documents, including any copies of State and Federal income tax returns, that are normally collected by the institution to verify information received from the student or other sources; and

(3) Any other information normally available to the institution regarding a student's citizenship, previous educational experience, documentation of the student's social security number, or other factors relating to the student's eligibility for funds under the Title IV, HEA programs.... [§668.16(f)]

- f. Parental data reported on an applicant's verification form differed from data listed on the ISIR. The student was paid a Federal Pell Grant and an FSEOG. There was no documentation that the discrepancy was resolved.

The Secretary considers an institution to have that administrative capability if the institution—

Develops and applies an adequate system to identify and resolve discrepancies in the information that the institution receives from different sources with respect to a student's application for financial aid under Title IV, HEA programs. In determining whether the institution's system is adequate, the Secretary considers whether the institution obtains and reviews--

- (1) All student aid applications, need analysis documents, Statements of Educational Purpose, Statements of Registration Status, and eligibility notification documents presented by or on behalf of each applicant;
- (2) Any documents, including any copies of State and Federal income tax returns, that are normally collected by the institution to verify information received from the student or other sources; and
- (3) Any other information normally available to the institution regarding a student's citizenship, previous educational experience, documentation of the student's social security number, or other factors relating to the student's eligibility for funds under the Title IV, HEA programs.... [§668.16(f)]

- g. The review of financial aid files revealed that documents in the files are not maintained in an orderly manner. Documents are not date stamped, and every copy of an ISIR is kept without identifying the document used to determine an applicant's eligibility. A clear and complete audit trail must exist to document proper delivery of federal financial aid to students

An institution shall maintain required records in a systemically organized manner.
[§668.24(d)(1)]

24. The Standards of Excellence Peer Review team was unable to review/evaluate the following items:

- Federal Work-Study payrolls and time sheets
- Students who completely withdrew from the institution during the 1997-98 academic year

- Twelve of the 30 requested student files because they were not delivered until the final morning of the review
- Repayment calculations and the manner in which the student was notified of the repayment
- Federal Pell Grant reporting for the 1997-98 academic year
- Late disbursements for the 1997-98 academic year. Information was not available either electronically or in hard copy format. Peer reviewers were not assured that the institution made late disbursement, as required.
- Supporting data submitted on the 1998 Fiscal Operations Report/Application for Funds Report (FISAP)

FOCUS GROUP SUMMARY

The following summary represents a compilation of comments received during group and individual interviews with the following:

Administration Focus Group (Director)

Knowledgeable and Qualified Staff: The office currently has an interim director. He has been in the position for five weeks but was previously employed as a counselor in the financial aid office for many years. It is his impression that the staff has the ability to perform their duties effectively, but they have not been adequately trained and provided sufficient information to perform their jobs adequately.

Financial Aid Office Concerns: The director is concerned about the following: low staff morale, no plan of action for training the staff, some inefficiencies on the part of several staff members, the lack of a policy and procedures manual for the office or a handbook of day-to-day activities, the lack of a student financial aid handbook available in several languages, no office master calendar, late reporting of grades by some faculty members, inability to assess academic transfer work so that students can maximize the 150% Satisfactory Academic Progress rule, retroactive withdrawal policies and practices at the college, and the manual tracking of Satisfactory Academic Progress.

Service: The director does feels that the office is capable of providing much better service to students.

Supervisory Staff Focus Group (Office Manager, Work Study Supervisor and Secretary to the Dean)

Desired Outcome of Review: These employees hoped for a better work environment, more training, and some daily policies and procedures for the office.

Understanding of Duties and Expectations: Staff members believe that the administration sees their duties only as providing service to students and does not recognize other financial aid responsibilities.

Administration Expectations of Financial Aid: To serve students.

Communication: This seems to be a real concern for the staff, especially with other offices throughout the institution.

Current Needs: More training, better communication internally, more teamwork; support from other institutional offices; and receiving the correct information and knowing what is expected of them.

Counselors Focus Group (File Reviewers)

Desired Outcome of Review: Additional staff and positive changes in the office.

Understanding of Duties and Expectations: Their job is to review applicant files and prepare them for awarding.

Communication: This group of staff members feel somewhat left out of the loop.

Student Service: The staff believes that the student is priority.

Current Needs: Better communication in the office; office policies and procedures; and quiet time to get their work done.

Clerical Staff Focus Group

Desired Outcome of Review: Help financial aid change their campus image; strategies to help them work as a team; procedures to speed up of the awarding process for students.

Understanding of Duties and Expectations: Job descriptions are available but they feel they are always asked to do things outside those responsibilities. The staff feels as if the administration wants them to remember to be polite regardless of how they are personally treated by students. They feel as if they are currently expected to work under poor working conditions with no privacy for student conversations and very crowded conditions.

Communication: They would like to see better internal communication of office policies and procedures.

Student Service: The clerical staff believes that students resent having no privacy and that students actually "hate" the financial aid office. They believe that students see them as disorganized.

Current Needs: Better working conditions, written day-to-day operating procedures, the ability to be reasonably able to tell a student when to expect payment.

Student Focus Group Two groups were interviewed. One was a randomly selected group; the other was group that went to the Chancellor with a series of complaints Spring, 1999.

Departmental Strengths: Both groups agreed that things were better. At least some students received funds the first day of class.

Departmental Weaknesses: Students want to know the status of their awards. They do not want to wait in line at the Bursar's Office only to be told that their checks are not in the current run and that they should check with the Financial Aid Office. They want to see written policies and procedures for dependency overrides, special circumstances, appeals, awarding policies, etc. They want different disbursement options besides waiting in line for checks only on a specific day that relates to an alpha letter. One student stated that the Financial Aid Office needed to be more accountable, more accurate, and the staff needed a better attitude.

Suggestions/Recommendations: Students recommend that there be more financial aid staff available for problem resolution and counseling, and they would like to receive excess credit balances more quickly. (Of the eight students interviewed, only two had received payment this semester as of 9/9/99, and classes started August 21, 1999. Also, students did not know the status of their files.) Students were also concerned about security because personal information is made available on computers; however, students welcomed the ability to get some information without standing in line. They suggested a station in the Financial Aid Office that would address frequently asked questions. They also hope the new Financial Aid Office space will provide accessibility for handicapped students. Finally, students recommended a better telephone service that perhaps gives some generic information such as address and federal school code number before someone in the Financial Aid Office answers the phone.

EMPLOYEE ASSESSMENT SUMMARY

Diagnostic assessments on selected financial aid issues were given to financial aid staff members. The following summary highlights employee responses. Twenty-two were distributed to staff and twelve were returned plus one person wrote written comments but did not do the assessment part.

Assistant or Associate Director(s) (assessments were not returned)

Counselors—File Review Staff and Computer Analyst (five assessments were returned)

General Program Information – Only one employee correctly responded to a majority of the questions. Correct responses from other employees ranged from almost none correct to about fifty percent correct.

Common Program Requirements – Only one of the respondents demonstrated proficiency on questions in this subject area. The correct responses came directly from the Federal Student Financial Aid Handbook.

FFEL and Direct Loans – None of the respondents demonstrated proficiency on questions in this subject area.

Summary – Assessments submitted by this group did not indicate a basic grasp of financial aid regulations. A vast majority of the questions were answered incorrectly.

Clerical Staff (seven assessments were returned)

General Program Information – Many incorrect responses by those taking the assessment

Common Program Requirements –Almost all responses were inaccurate

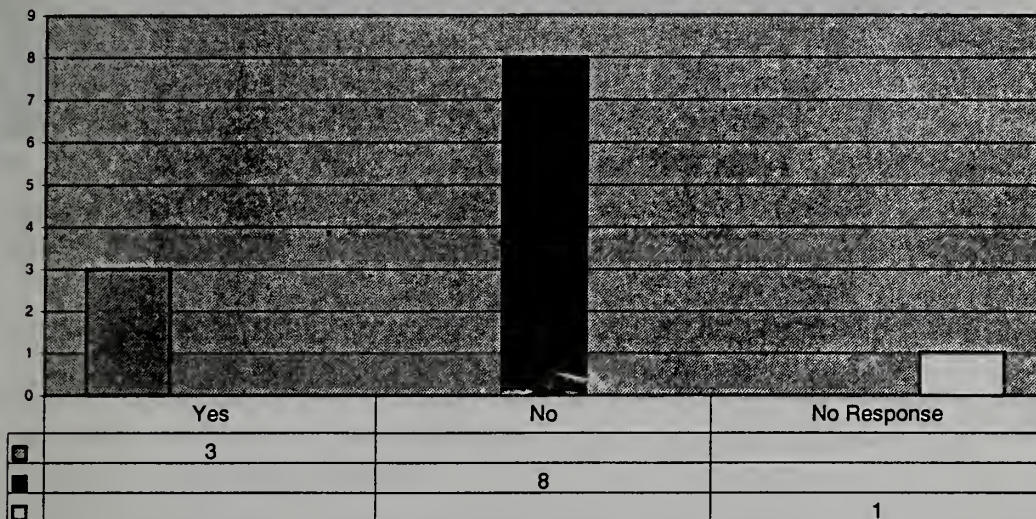
FFEL and Direct Loans – More than half of the responses to the subject area were incorrect.

Summary – Responses from clerical staff members taking the assessment suggests that they have a very limited knowledge of federal financial aid regulations. This is particularly disturbing as clerical employees are first to assist students when they contact the Financial Aid Office. For instance, a staff member that manages a financial aid program did not correctly answer all of the questions regarding the program; in fact, this staff member incorrectly answered a question that dealt with a key component of the program.

FINANCIAL AID OFFICE APPRASIAL SUMMARY

Financial aid employees were asked to provide written comments on selected issues including financial aid operations, student service, and financial aid delivery to students. Responses are compiled below.

1. Do you feel your office is adequately staffed?



Summary of Comments

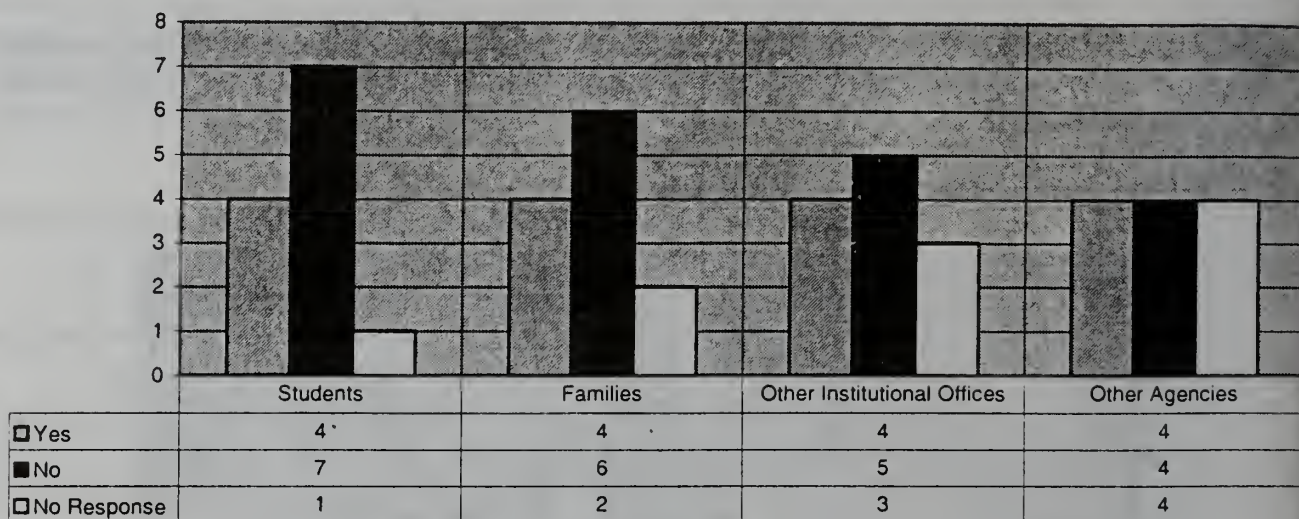
Do you feel you office is adequately staffed?

- Not in our unit; staff cut from eight to five.
- Number of staff was reduced from eight to five.

If no, what benefits would be realized with more staff in the office?

- Improved supervision and accountability.
- We need someone to advise us of updated information and procedures.
- Allow us to work like a team.
- Increasing the Financial Aid Assistant classification (ideally to at least its original number of seven) would create tremendous benefits to students' services.
- The awarding would be expedited and fewer students will come to the office.
- Students would get awarded on time.
- Up to date awarding. Reduce pressure and stress.
- Meet student's service demand. Up to date awarding and meeting the backlog. Cutting or eliminating overtime. Reduce pressure, stress and unhealthful environment.
- They added more people in other areas, but not FAA area.

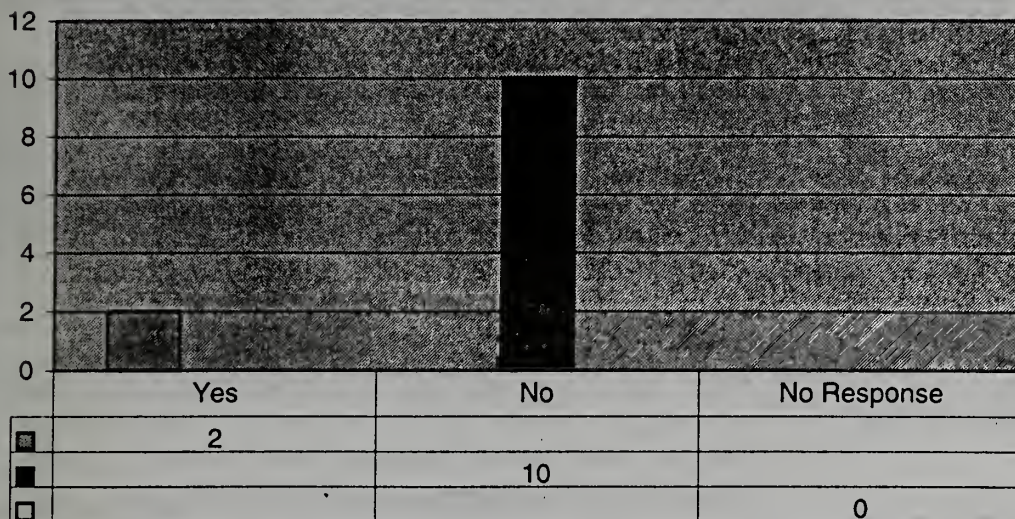
2. Do you believe your office adequately serves the needs of students, families, other institutional offices, and other agencies?



Summary of Comments

- Somewhat

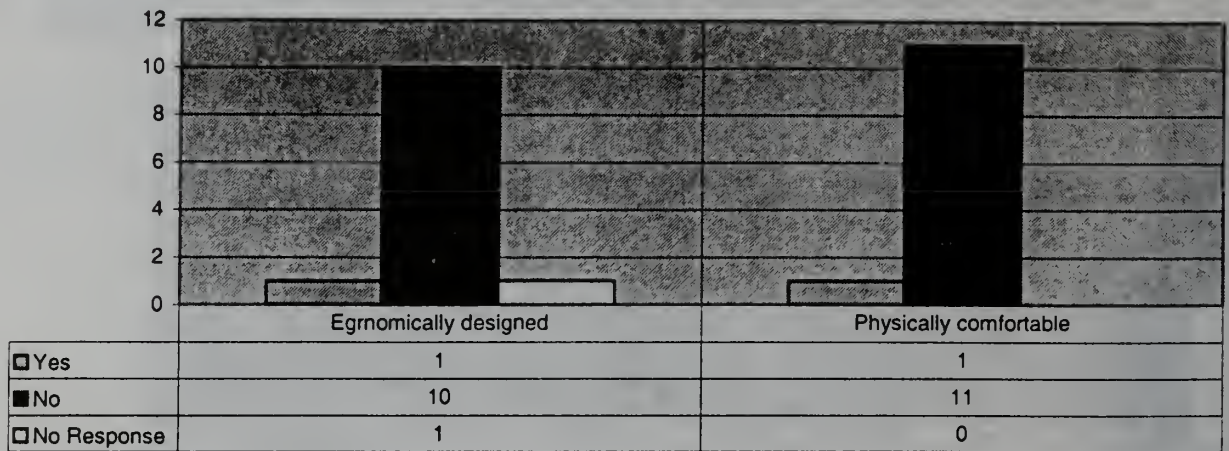
3. Do you have everything you need to do your job?



Summary of Comments

- Need more working space and a computer, mouse, and pad.
- Need more space to move around; desk is a little too high.
- A desk to work on. It is very difficult not to have my own space to work.
- Training, updating information.
- Policies and procedures training, but in time, I am confident I will be well equipped.
- I need everything to make my job easier: chair, desk, armrest for my computer, etc.
- We need more manpower, space and more ergonomically designed furniture.
- Adequate telephone lines—students have hard time contacting us. Proper workstation, equipment, and furniture. Proper and adequate training time. Updated information on regulations and procedures. Bigger computer screen.
- Bigger computer screen; more phone lines; up to date procedures and regulations.

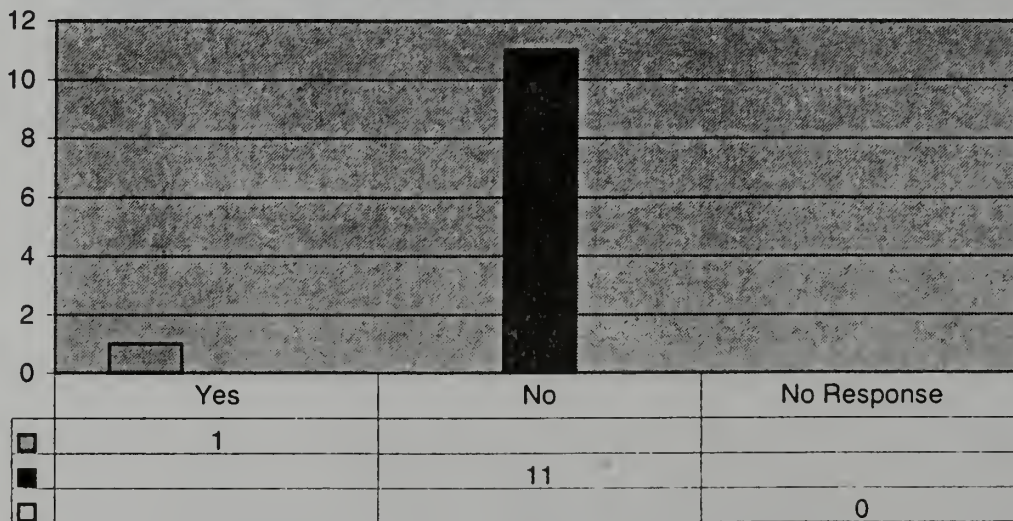
4. Is your work environment ergonomically designed; physically comfortable?



Summary of Comments

- Somewhat small at this time.
- I expect the new office will be a lot better.
- No way!

5. Does your work environment allow you to communicate confidentially?



Summary of Comments

- No, I work in an open area.
- The space is very small

6. How often does your office meet as a group? (If you are in a large office, answer this question in regards to your unit or area.)

Summary of Comments

- Twice a month.
- Used to be twice a month.
- As often as needed.
- Once every two weeks. More lately.
- Twice a month.
- Two times a month.
- Currently, there is no regular general staff meeting due to the extended office hours. As for our unit, the financial aid assistants, we do not hold regular meetings either. Issues are dealt with on a one-to-one basis when the supervisor is available. To be more effective, I feel that it is important that we meet regularly.
- Once a week to discuss problem cases.
- As a group it used to be every first and third Friday of the month. Now, as needed.
- We have two regular long meetings a month, but we have short meetings every Friday.

7. In your opinion, what is the most pressing student service issue facing your office?

Summary of Comments

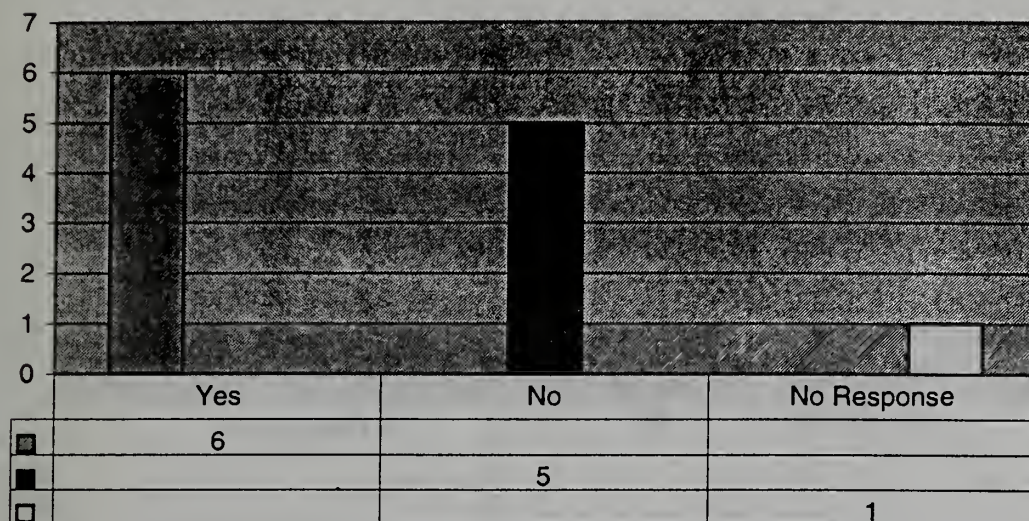
- Fast financial aid packaging and processing in all areas of financial aid.
- Students not receiving their financial aid awards.
- Getting the files awarded.
- "How long before I get my check?" "Why do I not have a check?" "I want my money now!"
- The students are wondering why it takes so long to review their papers; hence, they can't get awarded.
- Up to date awarding. Giving accurate information.
- Undone, unawarded files.
- "When am I going to receive my check?" "How long is the process for awarding students?" "I want my money right now!"
- Give correct information; up to date awarding
- Reduction of waiting time for the students to be served at the front counter, and the packaging/awarding of students' financial aid application in a timely manner.

8. In your opinion, what is the most pressing operational issue facing your office?

Summary of Comments

- Job security, communicate effectively, no more favoritism, fair training system.
- Office space; teamwork.
- Conflicting information.
- In my opinion, many of the problems facing our office are as follows: awarding of folders continues to be processed at a very slow pace. Other people have tried to help by doing awarding because the Assistants continue to work at a very slow rate by either creating road blocks for students, or by creating office road blocks.
- Communicating information in an organized way.
- Understaffed and small offices.
- Staff in the same classification should have equal assignments, fair treatment, and same training.
- I am having a difficult time coming up with the most pressing operational issue since just about everything in financial aid creates a chain reaction. Lack of manpower to package/award students in a timely manner; continue technical support to improve Banner; having a financial aid/Banner operational/training manual for reference and new employees; continue with quality improvement through general staff/unit meetings; and adequate staffing and proper training for the front counter staff.
- Unfair treatment and favoritism of administration towards staff.
- Need more staff to award. Need more backup people for the counter. The senior manager says that it is five persons at the counter, but that is not true. Some persons are being taken away to learn other duties, and most the stressing part is that it is [during] our busy times.

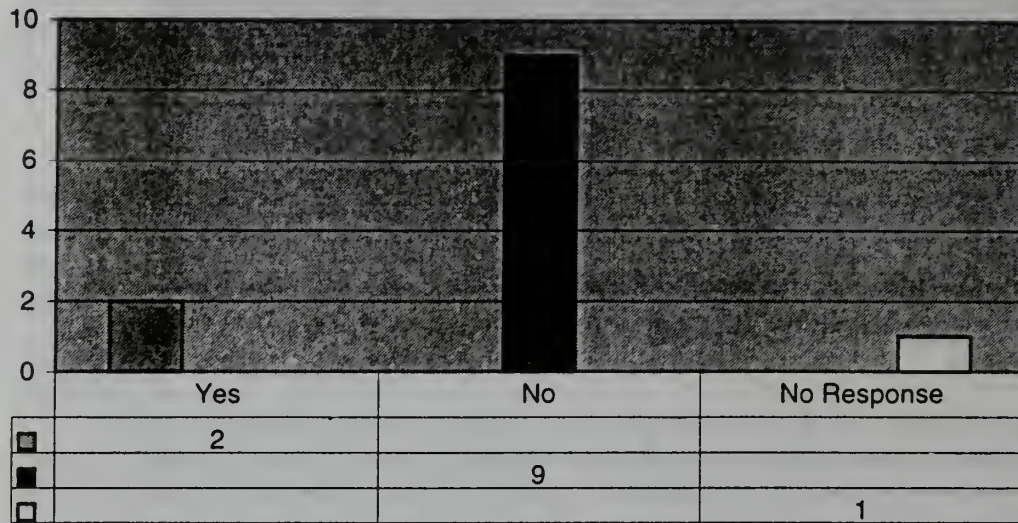
9. Do you have input into the operational decisions that relate to your area?



Summary of Comments

- Communication needs to be more effective. Giving favors to someone whose need is zero. Training needed for everyone.
- No way.

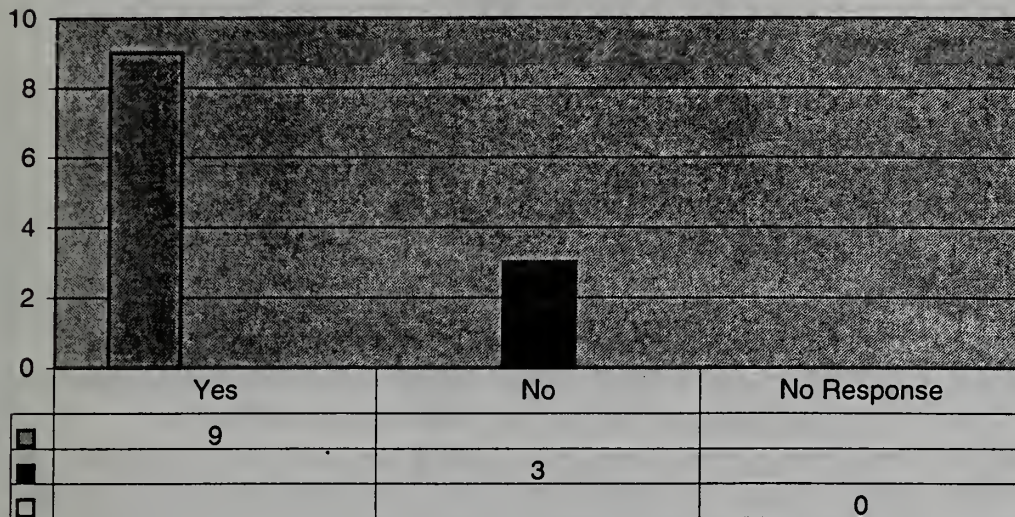
10. Do you receive adequate training internally (computer, regulatory, institutional policies and procedures, etc.?)



Summary of Comments

- There is not enough training.
- Grab it where you can.
- I receive training, but I wouldn't consider it adequate because everybody's busy.

11. Do you have the opportunity to attend training/conferences outside the institution?



Summary of Comments

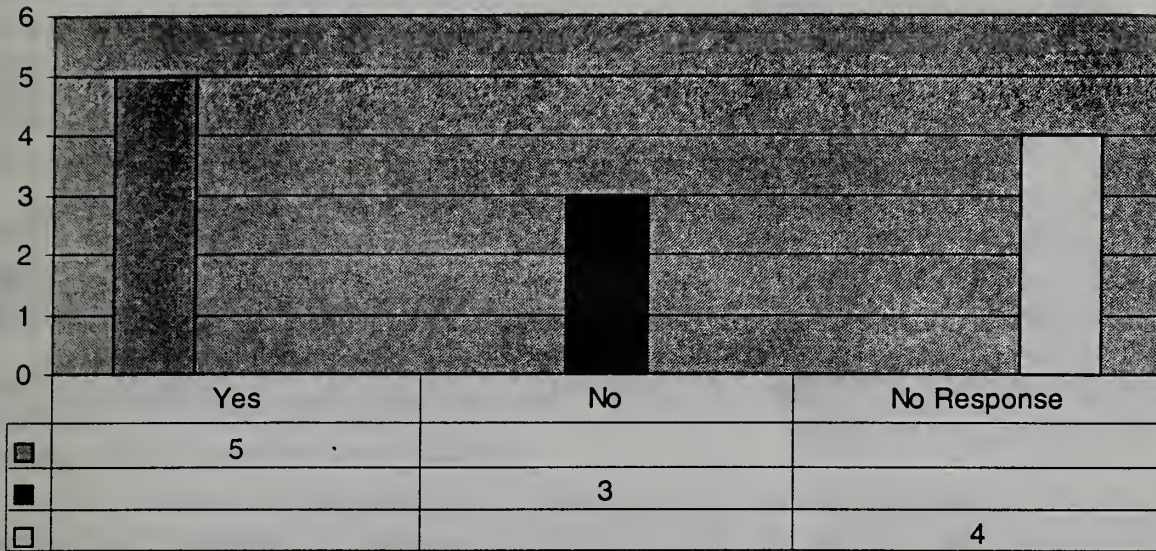
- Since I have worked here, I have seldom attended training/conferences outside the institution.
- If there was a workshop I needed and had the time, I'm sure I could [attend].
- Yes, but they are not enough.
- Only the ones selected by the administration.
- But not all the important ones. We were not allowed to attend CASFAA and CCSSFAA conference for several years now. Not everybody in our unit is sent to attend workshops that give us updated regulations.

12. What is the most difficult part of your job? Why?

Summary of Comments

- Not enough training.
- When payroll makes errors, it takes Finance almost two weeks to make adjustments; this hinders financial aid.
- Front counter is too high, too narrow. Dealing with mentally angry students.
- Not being part of the implementation of new policies.
- Mr. George Bell is a very supportive and accommodating Interim Dean. He works extremely hard at trying to meet the demands of the staff...
- Our office, in my opinion, is an office held hostage by a small group of employees. More important than ergonomically designed furniture and the latest computers, we need to be able to do our work without having to feel that no matter what we do there will always be that small group trying to sabotage the work of the whole office. I feel very sad that most of the administration time is being used in trying to keep this small group happy, always trying to accommodate them. The administration is doing all this just to see if maybe, and I mean maybe, they will decide to do what they are paid to do in the first place. In the meantime, the rest of the office is not given any attention, never praise or a thank you for a job well done.
- Stafford Loan check processing. We can't seem to satisfy the students even though we're working non-stop. Also, student attitudes regarding employment paperwork.
- I am very pleased with the Administration's changes. This has created a friendlier office, but it has not solved our major problem—slowdown.
- Not being in a safe environment, dealing with angry students, stressed-out students, mentally disturbed students, students that smell, and managers that are not always available.
- The stress of a combination of things: upset students, relying on word of mouth information updates, conflict between some of the assistants and the rest of the staff.
- I think the most difficult part is trying to help the students with their needs especially when they cannot speak English, and they can't express themselves. It's hard to tell them that we don't know when they will be awarded.
- Meeting the deadline with summer awarding while at the same time helping the counter staff and answering phones.
- Sitting in one room with twelve other people in it without any partitions/privacy.
- Pressuring me and the rest of our unit to keep up with the awarding, petitions and appeals; requests for action while at the same time we have to be away from our desk to help the counter staff with the line.
- Trying to stay focused on what I am doing without being interrupted several times and do a quality job.

13. Is there adequate computer security?



CONCLUSIONS

The general consensus of the peer review team is that current staff members have been given insufficient support to adequately perform their duties. There are a number of critical personnel issues that must be addressed by the new dean of financial aid with the assistance and support of campus leaders. A majority of the staff appeared to want to do a good job and expressed much frustration about the department's inability to inform students about awarding and disbursement dates.

The delivery of financial aid to students should become a campus-wide priority. Awarding, processing, and disbursing financial aid, as well as complying with student consumer information requirements, are responsibilities the institution must share if it wishes to provide good customer service to its students. Also, the peer review team identified numerous areas of non-compliance with federal regulations and guidelines. CCSF is strongly urged to take immediate action to correct deficiencies noted in this report and to implement practices to prevent such errors in the future.

The peer review team wishes to express its gratitude to City College of San Francisco for its hospitality, and sincerely hopes that the well-attended exit conference indicates the willingness of the campus to make a united effort to improve the delivery of aid to students.

PEER REVIEW TEAM MEMBERS

Claire M. Roemer
District Director of Financial Aid
Tarrant County College

Susan Luhman
Technical Writer
National Association of Student Financial Aid Administrators

Ronald M. Sweeney
Director of Admissions and Financial Aid
Northeast Mississippi Community College



OFFICE OF THE BOARD OF TRUSTEES

50 Phelan Avenue, Box E200, San Francisco, California 94112

(415) 239-3303 Fax (415) 239-3918

NOTICE

(Agenda)

REGULAR MEETINGS

OF THE

BOARD OF TRUSTEES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

LOCATION: DISTRICT OFFICE
CONFERENCE ROOM
33 GOUGH STREET

DATE: THURSDAY, November 18, 1999

TIME: 5:00 PM

DOCUMENTS DEPT.

This meeting is normally devoted to Closed Session Topics.

LOCATION: DISTRICT OFFICE
GOUGH AUDITORIUM
33 GOUGH STREET, SAN FRANCISCO

NOV 15 1999

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PUBLIC LIBRARY

DATE: THURSDAY, November 18, 1999

TIME: 6:00 PM

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.

Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

BOARD OF TRUSTEES

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Robert E. Burton • James Haskell Mayo, II • Rodel E. Rodis • Robert P. Varni

Dr. Philip R. Day, Jr., Chancellor

TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly scheduled meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolutions are subject to amendment and replacement.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough Street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.
2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:
 - a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR
 - b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR
 - c) The item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

For Members of the Public:

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

From PM 1.05 A:

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

From PM 1.05 L:

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interferences with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.



OFFICE OF THE BOARD OF TRUSTEES

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(415) 239-3303 Fax (415) 239-3918

AGENDA CLOSED SESSION BOARD OF TRUSTEES OF

11-15-99A09133 8695

THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

DISTRICT OFFICE
33 Gough Street
San Francisco
THURSDAY November 18, 1999
5:00 P.M.

DOCUMENTS DEPT.

NOV 15 1999

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I. OPEN SESSION
Announcement of Closed Session Topics

II. CLOSED SESSION

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (G.C. 54956.8)

Property:	Evans Campus - 1400 Evans , San Francisco
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Charles Jamison
Under negotiation:	Price and terms of payment

B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (G.C. 54956.9(a))

1. Save our Landmark Theaters v. SFCCD
San Francisco Superior Court Case # 997441
2. Mandanis vs. City College of San Francisco; et al.
Northern District of California
U.S. District Court Case # C99-3673 M JJ
3. Church v. City College of San Francisco
San Francisco Superior Court Case # 997556
4. Cook v. SFCCD
San Francisco Superior Court Case # 999292
5. Associated Students v. Honorable Board of Trustees of the SFCCD, et al.
San Francisco Superior Court Case # 992040

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Dr. Philip R. Day, Jr., Chancellor

6. SFCCD v. Kintz
San Francisco Superior Court Case # 980794
Court of Appeal No. A081378
7. SFCCD v. Doukas et al.
Case No. BAP No. NC-98-1587
8. Daniel Curzon – Brown, et al. v
SFCCD et al.
San Francisco Superior Court Case # 307335

C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
(G.C. 54956.9)

Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) - 3 cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c.) – 2 cases

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title : Faculty member in English/ ESL

D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

E. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Lawrence Klein, Jeffrey Sloan,
Carmen Plaza de Jennings, and
Steve Hale

Employee Organizations: Service Employees International Union (SEIU) 790,
American Federation of Teachers (AFT) 2121, Department Chairperson Council
(DCC), and Skilled Crafts

2. Agency Designated Representatives: Lawrence Klein, Jeffrey
Sloan, Carmen Plaza de Jennings and
Steve Hale

Unrepresented Employees: Stationary Engineers, District Designated Managers,
Supervisors, and Confidential Classifications.

III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government
Code 54954.3 and Education Code 72121.

**Regular Meeting of the
Board of Trustees of the
San Francisco Community College District**

**City College of San Francisco
DISTRICT OFFICE**

**33 Gough Street
San Francisco
Thursday, November 18, 1999**

Open Session - 6:00 p.m.

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes
Regular Meeting Minutes – October 29, 1999
- IV. Adoption of Resolutions Agenda
- V. Approval of Consent Agenda Items as Listed:
- VI. Special Presentations
- VII. Monthly Financial Report – James Kendrix
- VIII. Action on Other Resolutions Agenda Items
- IX. Report from Constituent Groups
 - Academic Senate - Ray Berard, President
 - Associated Students - Rachel Wood, President
 - Classified Senate - Alice Munoz-Shvarts, President
- X. Board of Trustees' Report
- XI. Chancellor and Staff Reports
- XII. Close Session Announcements - Legal Counsel Ronald Lee
- XIII. Requests to Speak

*c - It is recommended that all resolution agenda items identified with letter *c in the right hand column are eligible for consideration as Consent agenda items.

FINANCE (Pages 1- 41)

GENERAL FUND

- B1 - Authorization be hereby given to contract with Vavrinek, Trine & Day & Co. for services related to the preparation of claims for state reimbursement of mandated costs. The total cost of this agreement shall not exceed \$5,500. * c
- B2 - Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended June 30, 1999.
- B3 - Authorization be hereby given to submit an application and appropriate funds in the amount not to exceed \$10,000 for full membership in CCID. * c
- B3a - Authorization be hereby given to contract with Valley Acceptance Corporation and JM Associates for the purpose of providing student debt collection services. * c
- B3b - Authorization be hereby given to contract with CIT Glad Production for a Telecourse License Agreement for the cable rights to one Telecourse to be offered during the Spring 2000 semester at a cost of \$500 for the license fee and \$20 per student royalty, paid to the vendor by City College of San Francisco. * c
- B3c - Authorization be hereby given to contract with the Adult Learning Service of Public Broadcasting Service for a Telecourse license agreement for the cable rights to two Telecourses to be offered during the Spring 2000 semesters, at a cost of \$500 for the license fee and \$20 per student royalty, paid to the vendor by City College of San Francisco. * c

CAPITAL OUTLAY

- B4 - Authorization for eleven (11) Contract Modification(s) totaling \$176,596.00 for Special Services Contract(s) and Construction Contract(s) * c
- B5 - Authorization be given to contract ____ with the lowest responsible bidder, at a cost of \$_____, to be completed on or before January 31, 1999. * c

* c - It is recommended that all resolution agenda items identified with letter * c in the right hand column are eligible for consideration as Consent agenda items.

- B6 - Authorization be given to contract _____ the lowest responsible bidder, at a cost of \$_____, to be completed on or before January 31, 1999. * c
- B7 - Authorization be given to contract _____ the lowest responsible bidder, at a cost of \$_____, to be completed on or before January 31, 1999. * c
- B8 - Authorization be given to contract _____, the lowest responsible bidder, at a cost of \$_____, to be completed on or before January 31, 1999. * c
- B9 - Authorization be given to contract _____, the lowest responsible bidder, at a cost of \$_____, to be completed on or before January 31, 1999. * c
- B10 - Authorization be given to contract with _____, the lowest responsible bidder, at a cost of \$_____, to be completed on or before January 31, 1999. * c
- B11 - Authorization be given to contract with F.E.Jordan Engineers (African American), a certified Minority Business Enterprise and a Local Business Enterprise, for special services and advice to provide the District with structural engineering services, for the Project: Evans Building Seismic Study located at the Evans Campus at a cost of \$50,000, to be completed on or before June 30, 2000. * c
- B11a - Authorization be given to contract with _____, the lowest responsible bidder, at a cost of \$_____, to be completed on or before December 31, 1999. * c
- B11b - Authorization be given to contract The Trane Company (Caucasian), the lowest responsible bidder to provide rooftop heating/ventilation/air conditioning replacement units, at a cost of \$6,540, to be completed on or before May 31, 2000. * c
- B11c - Authorization be given to contract Pacific Coast Trane Service (Caucasian), the lowest responsible bidder, at a cost of \$22,342, to be completed on or before May 31, 2000. * c

* c - It is recommended that all resolution agenda items identified with letter * c in the right hand column are eligible for consideration as Consent agenda items.

GRANTS

- B12 - Authorization be hereby given to the San Francisco Community College District to conduct a Fall 2000 Study Abroad Program to Costa Rica, and that the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to contract with CAPA for travel and logistical program arrangements to Costa Rica, in connection with a credit program. * c
- B13 - Authorization be hereby given to the San Francisco Community College District to conduct a Summer 2000 Study Abroad Program to the Silk Road in China, and that the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to contract with AVIA Travel for logistical and program arrangements to China in connection with a credit program. * c
- B14 - Authorization be hereby given to enter into an agreement with Regional Occupational Programs (ROP) of the SFUSD to match wages of CalWORKs participants for the period of November, 1999 through June, 2000. * c
- B15 - Authorization be given to enter into an agreement with the California Trade and Commerce Agency to provide funding in the amount of \$184,450 for the San Francisco Small Business Development Center for the period January 1, 2000 to December 31, 2000 * c
- B16 - Authorization be hereby given to contract with Santa Clara County Office of Education for training and technical support necessary to offer instruction in computer networking and routers for the period July 1, 1999 to June 30, 2000, in the amount not to exceed \$3,500. * c
- B17 - Authorization be and is hereby given for approval to contract with Rosita Lucas for special services to provide support for the grants resource office and the Grants Resource Coordinator for the time period of November 19, 1999 through February 27, 2000, in the amount not to exceed \$8,000. * c
- B18 - Authorization be hereby given to contract with the Goodly Co. for developing and producing the Contract Education marketing VCD diskettes during October 28, 1999 and December 31, 1999, at a cost not to exceed \$5,500 * c

* c - It is recommended that all resolution agenda items identified with letter * c in the right hand column are eligible for consideration as Consent agenda items.

- B19 - Authorization is hereby given to contract with the Electro-Test, Inc. for providing the Electrical Safety for Industrial Systems training to employees of San Francisco Airport Commission for a total cost not to exceed \$5,560 plus \$250 per student in excess of 16 students. The training will be conducted during the period of October 25, 1999 to November 30, 1999. * c
- B20 - Authorization is hereby given to enter into an agreement with The Children's Council of San Francisco to conduct a Children with Special Needs credit course during the Spring 2000 semester for a sum not to exceed \$3,000. * c
- B21 - Authorization be hereby given for approval to contract with Carolyn Peter to provide special services for the Diego Rivera Mural Project for the time period of November 19, 1999 through May 31, 2000, in the amount not to exceed \$11,000. * c
- B22 - Authorization is hereby given to contract with Franciscan Communications to layout and produce a quarterly newsletter and to create the graphics for participation in trade shows for the CCSF Bio-Link in the amount not to exceed \$11,570.45 * c
- B23 - Authorization is hereby given to contract with Eric Crane to perform data analysis for the CCSF Bio-Link in the amount not to exceed \$2,800 to be billed at an hourly rate of \$60.00 an hour * c
- B24 - Authorization to amend the following one (1) resolution(s) as indicated in the table totaling \$25,000 * c
- B25 - Authorization be hereby given to contract with Air China for providing an estimate of seven cycles of the Flight Standard and Air Traffic Communication Skills training between November 15, 1999 and June 30, 2002, at a cost of \$4,900 per student per training cycle. * c
- B26 - Authorization be hereby given to enter into two special service agreements with: 1) Andrew Davies for providing up to 63 hours of field demonstrations of the Air Traffic Control Center operations and the use and interpretation of acceptable air traffic control instructions for the first 24-week training cycle, at a total cost not to exceed \$4,725; and 2) Da Tung International Group, Inc. for providing the required transportation and translation services at the cost of \$1,800 per student per training cycle for an estimate of seven cycles scheduled between November 15, 1999 and June 30, 2002. * c

* c - It is recommended that all resolution agenda items identified with letter * c in the right hand column are eligible for consideration as Consent agenda items.

Equipment, Supplies & Services (Pages 42-48)

- | | | | |
|----|---|---|-----|
| C1 | - | Procurement of equipment, supplies, services, etc., less than \$3,000 | * c |
| C2 | - | Procurement of equipment, supplies, services, etc., \$3,000 or more | * c |
| C3 | - | Acceptance of Gifts | * c |

Human Resources (Pages 49-59)

- | | | | |
|------|---|--|-----|
| F1 | - | Resignation of a non-educational academic administrator. | * c |
| G1-5 | - | Academic Employees, Credit Program, District Funded | * c |
| H1-3 | - | Academic Employees, Credit Program, Categorically Funded | * c |
| L1 | - | Amending employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c) termination of the amendment to employment contract. | * c |
| N1 | - | Academic Employees Community Services Classes | * c |

SPECIAL

- | | | | |
|----|---|--|-----|
| S1 | - | Certification of Institutional Self-Study Report | * c |
|----|---|--|-----|

Information only (Pages 60-63)

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

Next Board Meeting Date: **December 16, 1999**
 South East Campus
 1800 Oakdale Avenue
 San Francisco

* c - It is recommended that all resolution agenda items identified with letter * c in the right hand column are eligible for consideration as Consent agenda items.



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B1

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GENERAL FUND
Authorization to contract with Vavrinek,
Trine & Day & Co.
(Resolution No. 991118 – B1)

BACKGROUND INFORMATION:

The State of California provides reimbursement to local districts for certain mandated costs pursuant to California Government Code Section 17550 et seq. The District already submits claims and receives annual awards under this provision related to collective bargaining activities. The firm of Vavrinek, Trine & Day & Co, currently the District's independent auditor can provide assistance needed to file additional claims for reimbursement for activities related to student health fee waivers, compliance with the Brown Act, and the preparation of required financial reports. Such assistance would be on a contingency basis, and would be capped at 10 per cent or \$5,500, whichever is less.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Vavrinek, Trine & Day & Co. for services related to the preparation of claims for state reimbursement of mandated costs. The total cost of this agreement shall not exceed \$5,500, and

FURTHER BE IT RESOLVED: That the Chancellor and/or Vice Chancellor for Finance & Administration are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator

11/18/99 – B1 page 1

BOARD OF TRUSTEES

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CITY COLLEGE OF SAN FRANCISCO

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TABLED FROM 10/29/99 BOARD MEETING

DATE: November 18, 1999 **B2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GENERAL FUND
Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended June 30, 1999.
(Resolution No. 991118-B2)

BACKGROUND INFORMATION:

Title 5 of the California Code of Regulations, Section 58310 requires California's Community College Districts to report quarterly on their financial condition. Starting with the quarter ending June 30, 1999 and quarterly thereafter, districts are required to provide to the State Chancellor's office the completed form CCFS-311Q and a copy of the quarterly financial report.

In order to meet the requirement of Title 5 of the California Code of Regulations, Section 58310 the following resolution is recommended for adoption:

RECOMMENDATION:

RESOLVED: That pursuant to Title 5 of the California Code of Regulations, Section 58310 the Quarterly Financial Status Report for the quarter ended June 30, 1999 is hereby reviewed and entered into the minutes of the Board of Trustees of the SFCCD

James Kendrix, Originator

11/18/99 – B2 page 1

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DATE: November 18, 1999

B3

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GENERAL FUND

**Authorization to Submit an Application and Appropriate Funds
(Resolution No. 991118-B3)**

BACKGROUND INFORMATION:

Community Colleges for International Development, Inc. (CCID), founded in 1976, is a non-profit consortium of U.S. and international colleges. CCID's mission is to identify, develop and expand mutually beneficial international relationships, which contribute to the improvement of college programs and services. CCID's primary objective which is the pursuit of formal higher education and economic development activities worldwide, places emphasis on Faculty/Staff exchange, technical assistance, and joint curriculum development.

In June 1999, City College of San Francisco submitted an application and was unanimously granted affiliate level membership to the organization. City College of San Francisco would now like to submit its application for full member status. There will be an initial membership fee of \$7500 with an annual fee of \$2500.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to submit an application and appropriate funds in the amount not to exceed \$10,000 for full membership in CCID, and

FURTHER BE IT RESOLVED: That the Chancellor and/or Vice Chancellor of Administrative Services, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Dr. Philip R. Day, Jr., Originator
Joanne Low, Originator

11/18/99-B3 page 1

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THEREFORE BE IT RESOLVED, That authorization be hereby given to contract with Valley Acceptance Corporation and JM Associates for the purpose of providing student debt collection services, and

AND FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Stephen J. Herman, Originator

11/18/99 – B3a page 2



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999 **B3b**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject : GENERAL FUND
Telecourse License Agreements
(Resolution No. 991118-B3b)

BACKGROUND INFORMATION:

City College of San Francisco offers Telecourses over TCI Cablevision in San Francisco. These Telecourses are college credit courses, and are distributed in Cable Channel 52. Each Telecourse has a license fee plus a \$20 per student royalty, to be paid by City College of San Francisco to the vendor.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with CIT Glad Production for a Telecourse License Agreement for the cable rights to one Telecourse to be offered during the Spring 2000 semester at a cost of \$500 for the license fee and \$20 per student royalty, paid to the vendor by City College of San Francisco.

LICENSE FEE

Art America	\$ 500.00
-------------	-----------

	\$ <u>500.00</u>
--	------------------

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and /or their designee are hereby authorized to execute such contract on behalf of the SFCCD.

Bruce Smith, Originator

11/18/99 – B3b page 1

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CITY COLLEGE OF SAN FRANCISCO

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DATE: November 18, 1999 **B3c**
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor
Subject: GENERAL FUND
Telecourse License Agreements
(Resolution No. 991118-B3c)

BACKGROUND INFORMATION:

City College of San Francisco offers Telecourses over T.C.I Cablevision in San Francisco. These Telecourses are college credit courses, and are distributed on Cable Channel 52. Each Telecourse has a license fee plus a \$20 per student royalty, to be paid by City College of San Francisco to the vendor.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the Adult Learning Service of Public Broadcasting Service for a Telecourse license agreement for the cable rights to two Telecourses to be offered during the Spring 2000 semesters, at a cost of \$500 for the license fee and \$20 per student royalty, paid to the vendor by City College of San Francisco, and

LICENSE FEE

Art of the Western World	\$	500
Faces of Culture		<u>500</u>
	\$	1,000

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute such contract on behalf of the SFCCD.

Bruce Smith, Originator

11/18/99 – B3c page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR

DATE: November 18, 1999

B4

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CAPITAL OUTLAY
Authorization for eleven (11) Contract Modification(s) totaling \$176,596.00 for Special Services Contract(s) and Construction Contract(s)
(Resolution No. 991118-B4)

BACKGROUND INFORMATION:

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(S) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
A 990930-B5 Cloud Hall Window Replacement	Levy Design Partners Caucasian, WBE/LBE (Project Architect)	\$24,500.00	\$1,960.00	CM #2 - \$4,880.00	\$31,340.00	Additional job site visits for surveying the existing window details and conditions for prioritizing replacement work
B 990826-B19 Conlan Hall Counseling Department Alteration & Renovation	Adolph Schmidt General Construction, Inc., Caucasian, (General Contractor)	\$15,850.00	\$3,280.00	CM #3 - \$2,008.00	\$21,138.00	Change Order work performed for the additional modifications
C 981217-B7 Central Shops & Warehouse Facility	Finger & Moy Architects Asian, MBE/LBE (Project Architect)	\$200,000.00	\$0.00	CM #1 - \$64,000.00	\$264,000.00	Construction Administration services during the course of construction
D 990624-B11 Central Shops & Warehouse Facility	Transworld Construction, Inc., Asian, MBE/LBE (General Contractor)	\$3,768,000.00	\$0.00	CM #1 - \$8,787.00	\$3,776,787.00	Change Order #01: \$1,000 for tree stump removal, \$1,860 for existing power poles & power lines removal, \$3,516 for existing chain link fence removal and storage, \$2,411 for tree debris removal.

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(S) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
E 960829-B30 Science Hall Waste Pipe System Replacement	Mazzetti & Associates Caucasian, (Project Engineer)	\$20,000.00	CM #1 - \$6,775.00	CM #2 - \$3,250.00	\$30,025.00	Additional work for revising drawing for DSA review and bidding
F 990729-B7 Phealan Campus Fiber Backbone	Semans Communications, Inc., Caucasian, LBE (General Contractor)	\$450,000.00	\$0.00	CM #1 - \$45,000.00	\$495,000.00	Additional work for pulling copper wires to the secondary MPOE at Library to add voice capacity to South quadrant of campus, additional copper wiring to manhole #5 to add voice capacity to northwest quadrant of campus, remove obsolete cables from conduits for additional fiber, coax and copper cabling
G 980528-B28 Phealan Campus Telecom Conduit System	All Star Telecom, Hispanic, MBE (General Contractor)	\$102,000.00	\$43,000.00	CM #2 - \$14,500.00	\$159,500.00	Additional conduit work into Rosenberg Library and Visual Arts
H 990429-B10 Batmale Hall Re-roofing	Best Roofing & Waterproofing Asian (General Contractor)	\$81,500.00	\$3,500.00	CM #2 - \$7,500.00	\$92,500.00	Material substitution per District's request for unifying roofing material used on both job at Batmale Hall roof
I 981217 - B-13a Batmale Hall Elevator Modernization	Montgomery KONE Inc. Caucasian (Elevator Installer Contractor)	\$222,750.00	\$0.00	CM #1 - \$12,141.00	\$234,891.00	\$3,100 for installing additional light fixtures and outlets at elevator pit, stairway and machine room; \$9,041 for installing elevator recall system
J 980625-B11 Cloud Hall Remodel for Allied Health	Advanced Construction Inspections Caucasian (Inspector of Record)	\$99,000.00	\$6,390.00	CM #2 - \$12,000.00	\$117,390.00	Three additional inspection services @ 100 hr/month, for completing construction project as per requirement by DSA

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(S) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
K 970123-B22 Hillside Landscaping	Shooter & Butts, Inc., Caucasian (Landscape Contractors)	\$45,164.00	\$0.00	CM #1 - \$2,530.00	\$47,694.00	Construction labor and material costs increase
			Total	\$176,596.00		

RECOMMENDATION:

RESOLVED : That the Board authorizes the specified amendments to the resolutions as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B5

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY
Authorization to Award Construction Contract with
(Resolution No. 991118-B5)

BACKGROUND INFORMATION:

Project: Airport Battery Fume Hood Replacement

The District has been communicating with the Airport Commission regarding the possibility of moving the Airport facility to a new site. Currently the relocation is being held off by the extensive Airport construction project; therefore it is necessary to complete this work to minimize negative conditions at the existing site.

The District received several qualified bid proposals from Contractors, including Minority Business Enterprise firms and the District wishes to contract _____, the lowest responsible bidder, for the project: Airport Battery Fume Hood Replacement. The existing fume hood ventilation system used in class for demonstrating battery maintenance and assembly has been deteriorated by the battery's acid fumes and the existing condition is beyond the usefulness of the equipment and materials. The acid fumes are a hazardous condition to students and faculties' health if it is not properly ventilated and improper ventilation is a code violation. This project consists of installation of fume hood replacement and new ventilation ductwork installation.

The project is funded by 1996-1997 State Scheduled Maintenance grant, to be charged to Appropriation number 412272-0130-6202-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be given to contract _____, the lowest responsible bidder, at a cost of \$ _____, to be completed on or before January 31, 1999, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator

11/18/99 – B5 page 1

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CITY COLLEGE OF SAN FRANCISCO

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DATE: November 18, 1999
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor

B6

Subject: CAPITAL OUTLAY
Authorization to Award Construction Contract
with _____
(Resolution No. 991118-B6)

BACKGROUND INFORMATION:

Project: Airport Building Exit Doors Replacement

The District has been communicating with the Airport Commission regarding the possibility of moving the Airport facility to a new site. Currently the relocation is being held off by the extensive Airport construction project; therefore it is necessary to complete this work to minimize negative conditions at the existing site.

The District received several qualified bid proposals from Contractors, including Minority Business Enterprise firms and the District wishes to contract with _____, a, the lowest responsible bidder, for the project: Airport Building Exit Doors Replacement. Due to the prolonged exposure to the salty oceanic weather, the four (4) existing building exit doors are corroded beyond repair and are in need of replacement including weather seals and panic hardware to meet the current code requirement. This project consists of removal and replacement of the existing building doors.

The project is funded by 1996-1997 State Scheduled Maintenance grant, to be charged to Appropriation number 412271-0130-6202-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be given to contract _____ the lowest responsible bidder, at a cost of \$ _____, to be completed on or before January 31, 1999, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator



CITY COLLEGE OF SAN FRANCISCO

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DATE: November 18, 1999
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor

B7

Subject: CAPITAL OUTLAY
Authorization to Award Construction Contract
with _____
(Resolution No. 991118-B7)

BACKGROUND INFORMATION:

Project: Airport Classroom Lighting Retrofit and Upgrade

The District has been communicating with the Airport Commission regarding the possibility of moving the Airport facility to a new site. Currently the relocation is being held off by the extensive Airport construction project; therefore it is necessary to complete this work to minimize negative conditions at the existing site.

The District received several qualified bid proposals from Contractors, including Minority Business Enterprise firms and the District wishes to contract with _____, the lowest responsible bidder, for the project: Airport Classroom Lighting Retrofit and Upgrade. The drop ceiling light fixtures in the classrooms were originally installed when the facility was constructed in 1972. More effective and energy efficient fixtures will replace the existing fixtures, lamps, and ballasts. This work includes the replacement of thirty-five (35) light fixtures with Energy Efficient T8 Lamps and Electronic Ballasts.

The project is funded by 1996-1997 State Scheduled Maintenance grant, to be charged to Appropriation number 412270-0130-6202-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be given to _____, the lowest responsible bidder, at a cost of \$ _____, to be completed on or before January 31, 1999, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator

11/18/99 – B7 page 1

BOARD OF TRUSTEES

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CITY COLLEGE OF SAN FRANCISCO

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DATE: November 18, 1999 **B8**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY
Authorization to Award Construction Contract with
(Resolution No. 991118-B8)

BACKGROUND INFORMATION:

Project: Airport Classroom Lighting Retrofit Kit Purchase

The District has been communicating with the Airport Commission regarding the possibility of moving the Airport facility to a new site. Currently the relocation is being held off by the extensive Airport construction project; therefore it is necessary to complete this work to minimize negative conditions at the existing site.

The District received several qualified bid proposals from Contractors, including Minority Business Enterprise firms and the District wishes to contract with _____, the lowest responsible bidder, for the project: Airport Classroom Lighting Retrofit Kit Purchase. The drop ceiling light fixtures in the classrooms were originally installed when the facility was constructed in 1972. And the exiting light fixture lenses and frames are either missing or broken. This purchase of thirty-five (35) retrofit kits is necessary for installing the new light fixture lenses to provide a better light quality in classrooms.

The project is funded by 1996-1997 State Scheduled Maintenance grant, to be charged to Appropriation number 412269-0130-6202-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with _____, the lowest responsible bidder, at a cost of \$ _____, to be completed on or before January 31, 1999, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator

11/18/99 – B8 page 1

BOARD OF TRUSTEES

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999 **B9**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract
with _____
(Resolution No. 991118-B9)

BACKGROUND INFORMATION:

Project: Airport Compressed Air Hose Reels and Hose Replacement

The District has been communicating with the Airport Commission regarding the possibility of moving the Airport facility to a new site. Currently the relocation is being held off by the extensive Airport construction project; therefore it is necessary to complete this work to minimize negative conditions at the existing site.

The District received several qualified bid proposals from Contractors, including Minority Business Enterprise firms and the District wishes to contract with _____, the lowest responsible bidder, for the project: Airport Compressed Air hose Reels and Hose Replacement. The original compressed air hose reels and hoses used at the high bay hanger shop have been in service since the aeronautics facility was constructed in 1972. The existing hose reels no longer work and pose a safety hazard to the students and faculties with the uncoiled hoses laying on the shop floor and the hoses are also work beyond repair. The work includes the replacement of twenty-one (21) existing hose reels and quick disconnects hoses and installation work.

The project is funded by 1996-1997 State Scheduled Maintenance grant, to be charged to Appropriation number 412273-0130-6202-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with _____, the lowest responsible bidder, at a cost of \$_____, to be completed on or before January 31, 1999, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator

11/18/99 – B9 page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B10

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY
Authorization to Award Construction Contract
with _____
(Resolution No. 991118-B10)**

BACKGROUND INFORMATION:

Project: Airport Window Covering Replacement

The District has been communicating with the Airport Commission regarding the possibility of moving the Airport facility to a new site. Currently the relocation is being held off by the extensive Airport construction project; therefore it is necessary to complete this work to minimize negative conditions at the existing site.

The District received several qualified bid proposals from Contractors, including Minority Business Enterprise firms and the District wishes to contract with _____ the lowest responsible bidder, for the project: Airport Window Covering Replacement. Prolonged exposure to the salty oceanic weather and the water damages from the roof leaks has caused the original window coverings in the classrooms with southern exposure to be damaged beyond repair and requires replacement in order to darken the classrooms for slide presentations. This project consists of removing the existing window shades and hardware and installing the new black-out shades in classrooms.

The project is funded by 1996-1997 State Scheduled Maintenance grant, to be charged to Appropriation number 412268-0130-6202-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with _____, the lowest responsible bidder, at a cost of \$_____, to be completed on or before January 31, 1999, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator

11/18/99 – B10 page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor

B11

Subject: CAPITAL OUTLAY
Authorization to Award Special Services contract to
F.E. Jordan Structural Engineers
(Resolution No. 991118 – B11)

BACKGROUND INFORMATION:

Project: Evans Building Seismic Study

The District wishes to contract with F.E. Jordan Structural Engineers (African American), a certified Minority Business Enterprise and a Local Business Enterprise, to provide structural engineering services, for the Project: Evans Building Seismic Study located at the Evans Campus. The scope of work will include: inspect the existing facilities' physical condition; verify buildings' in-place construction conformity to the existing design drawings; identify any structural elements/connections/supports that fail to meet FEMA-178 requirement; evaluate the building's structural lateral-load-resisting system; develop a conceptual seismic strengthening scheme; and provide an order-of-magnitude construction cost estimate. These services are necessary because should the District purchase the building, it will have to be brought up to current seismic codes for school buildings.

The cost for this contract will be charged to the General fund.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with F.E. Jordan Engineers (African American), a certified Minority Business Enterprise and a Local Business Enterprise, for special services and advice to provide the District with structural engineering services, for the Project: Evans Building Seismic Study located at the Evans Campus at a cost of \$50,000, to be completed on or before June 30, 2000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor

B11a

Subject: CAPITAL OUTLAY
Authorization to Award an Equipment Purchase Contract
to _____
(Resolution No. 991118-B11a)

BACKGROUND INFORMATION:

Project: *Science Hall Building Electrical Upgrade-Equipment Purchase (bidding)*

The District received several qualified bid proposals from Contractors, including Minority Business Enterprise firms and the District wishes to contract with _____, the lowest responsible bidder, for the project: Science Hall Building Electrical Upgrade-Equipment Purchase. The existing building electrical system was installed in 1940 and the current building electrical power supply capacity will not meet the increasing electrical power demands from electronic equipment used by both faculties and students. This purchase of new electrical switch gear equipment is necessary for meeting the construction schedule during the winter break and minimizing the interruption on the academic activities in the Science Building.

The project is funded by 1997-1998 State Scheduled Maintenance grant with 50% District match by General Obligation bond, to be charged to Appropriation number 420603-0130-6202-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with _____, the lowest responsible bidder, at a cost of \$_____, to be completed on or before December 31, 1999, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999 **B11b**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY
Authorization to Award Equipment Purchase Contract to
The Trane Company
(Resolution No. 991118-B11b)

BACKGROUND INFORMATION:

Project: Gough District Business Office Rooftop Heating/Ventilation/Air Conditioning Unit Replacement

The District received several qualified bid proposals from Contractors, including Minority Business Enterprise firms and the District wishes to contract with The Trane Company (Caucasian), the lowest responsible bidder to provide rooftop heating/ventilation/air conditioning units for the project: Gough District Business Office Rooftop Heating/Ventilation/Air Conditioning Unit Replacement. District will gain substantial savings by purchasing equipment directly from the manufacturer. The actual equipment installation work will be performed by Pacific Coast Trane Service under separate contract.

The project is funded by 1997-1998 State Scheduled Maintenance grant with 50% District match by General Obligation bond fund, to be charged to Appropriation number 420611-0130-6202-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be given to contract The Trane Company (Caucasian), the lowest responsible bidder to provide rooftop heating/ventilation/air conditioning replacement units, at a cost of \$6,540, to be completed on or before May 31, 2000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator

11/18/99 – B11b page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B11c

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY
Authorization to Award Construction Contract to
Pacific Coast Trane Service
(Resolution No. 991118-B11c)

BACKGROUND INFORMATION:

Project: Gough District Business Office Rooftop Heating/Ventilation/Air Conditioning Unit Replacement

The District received several qualified bid proposals from Contractors, including Minority Business Enterprise firms and the District wishes to contract with Pacific Coast Trane Service (Caucasian), the lowest responsible bidder, for the project: Gough District Business Office Rooftop Heating/Ventilation/Air Conditioning Unit Replacement. The scope of work include installation of four rooftop heating/ventilation/Air Conditioning units with Environmental Protection Agency approved refrigerant, thermostats, disconnects, and supply and return air ducts adjustments.

The project is funded by 1997-1998 State Scheduled Maintenance grant with 50% District match by General Obligation bond fund, to be charged to Appropriation number 420611-0130-6202-7100-S.

RECOMMENDATION:

RESOLVED: That authorization be given to contract Pacific Coast Trane Service (Caucasian), the lowest responsible bidder, at a cost of \$22,342, to be completed on or before May 31, 2000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DOCUMENTS DEPT.

AMENDED 11/12/99

NOV 15 1999

DATE: November 18, 1999

B12

TO: Board of Trustees

SAN FRANCISCO
PUBLIC LIBRARY

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANTS

Authorization to Conduct a Study Abroad Program to
Costa Rica - Fall 2000 and to Contract with Centers For
Academic Programs Abroad (CAPA)
(Resolution No. 991118-B12)

BACKGROUND INFORMATION:

On April 25, 1996, the Board of Trustees adopted a resolution (960425-B19) authorizing an instructional Study Abroad Program in Costa Rica, Spring 1996. On January 23, 1997, the Board of Trustees adopted a resolution (970123-B17) to change the program dates from Spring, 1997 to Fall, 1997 and to contract with the firm of Consortium for International Education (CIE) to provide the necessary travel and logistical support arrangements for the "Semester in Costa Rica 1997" program. Since then, CIE has changed their name to Centers For Academic Programs Abroad (CAPA).

CAPA has been successfully providing us with services for our Study Abroad Program in Costa Rica since 1997. This organization consistently receives excellent evaluations from CCSF students and faculty participating in Study Abroad Programs in these countries. **CAPA has agreed to work with the college to explore options that would afford low-income students the opportunity to actively participate in study abroad programs.**

City College is now proposing to renew its contract with CAPA for the Fall of 2000. The scope of work, period of service and cost per student are as follows:

Study Abroad Program in Costa Rica. CAPA will provide the necessary travel and educational program arrangements for CCSF's Study Abroad Programs in Costa Rica. The dates of this program will be: Fall 2000: August 19 - November 18, 2000. Cost per student, which includes international airfare, instruction, housing, two meals per day, student activities, excursions and ground transportation is \$5199.

The costs of these programs are to be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to the San Francisco Community College District to conduct a Fall 2000 Study Abroad Program to Costa Rica, and that the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to contract with CAPA for travel and logistical program arrangements to Costa Rica, in connection with a credit program, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute such contract on behalf of the District to effectuate this resolution.

Joanne Low, Originator

11/18/99-B12 page 2



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B12

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANTS

**Authorization to Conduct a Study Abroad Program to
Costa Rica - Fall 2000 and to Contract with Centers For
Academic Programs Abroad (CAPA)
(Resolution No. 991118-B12)**

BACKGROUND INFORMATION:

On April 25, 1996, the Board of Trustees adopted a resolution (960425-B19) authorizing an instructional Study Abroad Program in Costa Rica, Spring 1996. On January 23, 1997, the Board of Trustees adopted a resolution (970123-B17) to change the program dates from Spring, 1997 to Fall, 1997 and to contract with the firm of Consortium for International Education (CIE) to provide the necessary travel and logistical support arrangements for the "Semester in Costa Rica 1997" program. Since then, CIE has changed their name to Centers For Academic Programs Abroad (CAPA).

CAPA has been successfully providing us with services for our Study Abroad Program in Costa Rica since 1997. This organization consistently receives excellent evaluations from CCSF students and faculty participating in Study Abroad Programs in these countries.

City College is now proposing to renew its contract with CAPA for the Fall of 2000. The scope of work, period of service and cost per student are as follows:

Study Abroad Program in Costa Rica. CAPA will provide the necessary travel and educational program arrangements for CCSF's Study Abroad Programs in Costa Rica. The dates of this program will be: Fall 2000: August 19 - November 18, 2000. Cost per student , which includes international airfare, instruction, housing, two meals per day, student activities, excursions and ground transportation is \$5199.

The costs of these programs are to be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to the San Francisco Community College District to conduct a Fall 2000 Study Abroad Program to Costa Rica, and that the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to contract with CAPA for travel and logistical program arrangements to Costa Rica, in connection with a credit program, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute such contract on behalf of the District to effectuate this resolution.

Joanne Low, Originator

11/18/99-B12 page 2



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B13

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANTS

**Authorization to Conduct a Study Abroad Program to the Silk Road in China - Summer 2000 and to Contract with AVIA Travel
(Resolution No. 991118-B13)**

BACKGROUND INFORMATION:

On July 31, 1997, the Board of Trustees adopted a resolution (970731-S3) authorizing an instructional Study Abroad Program, Summer 1998, to China. On November 20, 1997, the Board of Trustees adopted a resolution (971120-B13) to contract with the firm AVIA Travel to provide the necessary travel and logistical support arrangements for the "Summer in China 1998" program. On November 19, 1998, the Board of Trustees adopted a resolution (981119-B17) authorizing a Study Abroad Program, Summer 1999 to China, and to contract with Avia Travel to provide the necessary travel and logistical support arrangements for the program.

AVIA Travel has been successfully providing us with services for our Study Abroad Program for two (2) consecutive summer programs for China. AVIA has agreed to work with the college to explore options that would afford low-income students the opportunity to actively participate in study abroad programs.

City College is now proposing to renew its contract with AVIA Travel for the Summer of 2000. The scope of work, period of service and cost per student are as follows:

Study Abroad Program to The Silk Road, China. AVIA will provide the necessary travel and educational program arrangements for CCSF's Study Abroad Programs in China. The dates of this program will be: Summer 2000: June 30 to July 16, 2000. Cost per student, which includes airfare, instruction, housing, student activities, excursions and ground transportation is \$2879.

11/18/99-B13 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR

The costs of these programs are to be borne by the students. The District shall not expend any funds for transportation, housing, student activities, excursions and ground transportation.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to the San Francisco Community College District to conduct a Summer 2000 Study Abroad Program to the Silk Road in China, and that the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to contract with AVIA Travel for logistical and program arrangements to China in connection with a credit program, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute such contract on behalf of the District to effectuate this resolution.

Joanne Low, Originator



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr. Chancellor

B14

SUBJECT: GRANTS

**Authorization to Contract with San Francisco
Unified School District, Regional Occupation
Program (ROP)
(Resolution No. 991118-B14)**

BACKGROUND INFORMATION:

ROP is the state funded adult regional vocational education program which is in San Francisco is known as San Francisco County Regional Occupational Program SFC/ROP.

In 1969, the San Francisco Unified School District (SFUSD), CCSF and ROP agreed that CCSF would conduct such programs and training for adults. SFUSD is responsible for vocational programs and occupational training given at the 12th grade or lower levels. However, in those instances when CCSF cannot accommodate an occupational training or retraining program or meet a particular unforeseen need for an occupational program for adults, SFUSD is authorized to offer a program.

The CalWORKs program is funded to provide work-study opportunities for CalWORKs recipients who are enrolled in educational programs at the college. The funding is intended to provide work experiences directly related to the students training and career interest and simultaneously provides an additional source of income within the requirements of the CalWORKs program. A minimum of 25% of the students' wages must be provided from sources other than through CalWORKs funding. This contract will provide matching funding for CalWORKs students who will work off campus while attending CCSF. The remaining portion of the students' wages will be paid from the CalWORKs grant. No general fund monies from the District are required.

11/18/99 – B14 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That authorization be hereby given to enter into an agreement with Regional Occupational Programs (ROP) of the SFUSD to match wages of CalWORKs participants for the period of November, 1999 through June, 2000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Bernice B. Brown, Originator

11/18/99 – B14 page 2



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: November 18, 1999

B15

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

GRANTS

Authorization to enter into an agreement with the California Trade and Commerce Agency to provide funding in the amount of \$184,450 for the San Francisco Small Business Development Center for the period January 1, 2000 to December 31, 2000.

(Resolution No. 991118-B15)

BACKGROUND INFORMATION:

On June 24, 1999, the Board of Trustees authorized the submission of a renewal application and appropriation of all funds receivable upon approval by the Chancellor's Office California Community Colleges, Office of Economic Development, for a grant to reopen the Small Business Development Center (SBDC). The grant in the amount of \$140,550 was approved in July, 1999, and the SBDC has been able to provide limited services to small business owners for the past few months. At the time the District asked for authorization to renew the Chancellor's Office grant. The California Trade and Commerce Agency (CTCA) was interested in developing a new contract with the SBDC. The District did not renew its 1998 SBDC contract with the CTCA because the benefits of the SBDC to the College were modest at best. New leadership at the SBDC will complement and enhance the District's small business program.

In October, 1999, the California Trade and Commerce Agency offered a contract to supplement the Chancellor's Office grant. The purpose of the new grant is to provide funding in the amount of \$184,450 for the period January 1, 2000 to December 31, 2000. City College will be the fiscal agent for this grant. The 2000 program budget requires \$64,500 of cash match. The SBDC will raise the required cash match through cooperative agreements and donations from financial institutions, public utilities, private industry, chambers of commerce, business associations, charitable foundations, local governments, and other non-federal sources. Cash match will not be provided by the District's general fund.

11/18/99 – B15 page 2

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Income

California Trade and Commerce Agency: Small Business Development Center	\$184,450
--	-----------

Expenditures

	<u>CTCA</u>	<u>Cash Match</u>	<u>Total</u>
Personnel	116,000		116,000
Benefit.	30,950		30,950
Travel	4,500		4,500
Supplies	1,000		1,000
Consultants	6,000	\$64,500	70,500
Other	24,000		24,000
Indirect Costs	<u>2,000</u>		<u>2,000</u>
Total	\$184,450	\$64,500	\$248,950

RECOMMENDATION:

RESOLVED: That authorization be given to enter into an agreement with the California Trade and Commerce Agency to provide funding in the amount of \$184,450 for the San Francisco Small Business Development Center for the period January 1, 2000 to December 31, 2000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Steven Glick, Originator

11/18/99 – B15 page 2



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999 **B16**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GRANTS

Authorization to contract with Santa Clara County Office of Education for training and technical support in conjunction with Cisco, Inc. (Resolution No. 991118-B16)

BACKGROUND INFORMATION:

Santa Clara County Office of Education serves as a "regional academy" in a program sponsored by the Cisco Corporation for the purpose of providing college and high school instructors with current, industry-relevant computer training. City College wishes to send two instructors to this training.

The training offered by Santa Clara County Office of Education will cost \$3,500 for the 1999-00 school year and will include technical support, software and other curricular materials in addition to the instructor training. This money will come from a VATEA allocation that totals \$3,500.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Santa Clara County Office of Education for training and technical support necessary to offer instruction in computer networking and routers for the period July 1, 1999 to June 30, 2000, in the amount not to exceed \$3,500, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert F. Manlove, Originator

11/18/99 B16 page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B17

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANTS

**Authorization to Contract for Special Services with
Rosita Lucas
(Resolution No. 991118-B17)**

BACKGROUND INFORMATION:

The Title III Project of City College of San Francisco wishes to retain the services of Rosita Lucas to work with the staff of the Office of Research, Planning and Grants on the development of additional grant opportunities, especially in the area of instructional improvement. Ms Lucas will provide support for the grants resource office to obtain information on grant opportunities in the area of educational technology; student success and student services, and will work with the Grants Resource Coordinator to write proposals to federal, state and local agencies and foundations. The total contract is for \$8,000, provided by the Title III grants. The contract is for the period of November 19, 1999 through February 27, 2000.

RECOMMENDATION:

RESOLVED: That authorization be hereby given for approval to contract with Rosita Lucas for special services to provide support for the grants resource office and the Grants Resource Coordinator for the time period of November 19, 1999 through February 27, 2000, in the amount not to exceed \$8,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner, Originator

11/18/99 – B17 page 1

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50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B18

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANTS

**Approval of Special Services Contract with Goodly Co.
(Resolution No. 991118-B18)**

BACKGROUND INFORMATION:

The Office of Contract Education (Contract Ed) has been providing educational training services to a broad base of clients for many years. Currently, for marketing and promotional purposes, Contract Ed uses primarily print materials for our clients of both public and private sectors. To promote itself in the e-commerce marketplace, Contract Ed needs to develop new marketing tools to be in line with the latest technology. A VCD disk can either be used to complement our website or as a stand-alone marketing material.

Contract Ed wishes to retain the special services of Goodly Co. to produce the marketing VCD disk. The total project cost will be \$5,500, which includes filming, editing, disc productions and packaging for 1,000 copies. The service will be conducted between October 28, 1999 and December 31, 1999. A 50% advance payment of \$2,750 is due before the filming starts. Balance of \$2,750 is due upon delivery of all diskettes.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the Goodly Co. for developing and producing the Contract Education marketing VCD diskettes during October 28, 1999 and December 31, 1999, at a cost not to exceed \$5,500, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator

11/18/99 – B18 Page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B19

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANTS

Approval of Special Services Contract with Electro-Test, Inc.

(Resolution No: 991118-B19)

BACKGROUND INFORMATION:

On August 27, 1998, the Board of Trustees approved Resolution No. 980827-B13 authorizing an agreement between the Office of Contract Education and the San Francisco Airport Commission (SFAC) for providing health and safety training for an amount up to \$224,310. The SFAC has requested electrical safety for industrial systems. The program is designed to explain the principles of recognizing and correcting dangerous conditions, avoiding unsafe acts, working safely, and understanding codes and standards relating to the industry.

Based on the SFAC's requirement, the Office of Contract Education wishes to retain the special services of Electro-Test, Inc. to provide the training for this project. Electro-Test, Inc. has over twenty years experience in the training of electrical personnel. It specializes in providing training in working with low, medium and high-voltage electrical equipment for transmission, distribution, and generation facilities. The above recommendation has been approved by the SFAC.

The training program will consist of two 12-hour workshops to be conducted during the period of October 25, 1999 to November 30, 1999. The cost for the contract will be \$5,560 for up to 16 students. For more than 16 students, an additional \$250 per student will be added to the contract price.

The funds for the contract are from the SFAC Training Contract. No district matching is required.

11/18/99 – B19 page 1

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RECOMMENDATION:

RESOLVED: That authorization is hereby given to contract with Electro-Test, Inc. for providing the Electrical Safety for Industrial Systems training to employees of San Francisco Airport Commission for a total cost not to exceed \$5,560 plus \$250 per student in excess of 16 students. The training will be conducted during the period of October 25, 1999 to November 30, 1999, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator

11/18/99 – B19 page 2



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999 **B20**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GRANTS
Approval for Special Services with the Children's
Council of San Francisco
(Resolution No. 991118-B20)

BACKGROUND INFORMATION:

The Children's Council of San Francisco in collaboration with other community organizations has initiated a project to support efforts for providing quality child care for children with special needs. As part of that project, they will provide \$3000 for the Child Development and Family Studies Department to offer a course, Children with Special Needs, during the Spring 2000 semester. No general fund monies from the District are required.

RECOMMENDATION:

RESOLVED: That authorization is hereby given to enter into an agreement with The Children's Council of San Francisco to conduct a Children with Special Needs credit course during the Spring 2000 semester for a sum not to exceed \$3,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor, of Finance & Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Sandra Handler, Originator

11/18/99 – B20 page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B21

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANTS

**Authorization to Contract for Special Services with
Carolyn Peter
(Resolution No. 991118-B21)**

BACKGROUND INFORMATION:

The Diego Rivera Mural Project of City College of San Francisco wishes to enter into a special services agreement with Carolyn Peter, a San Francisco art consultant, to provide the following services at \$25 per hour: Coordination and technical assistance regarding the placement of the new Diego Rivera Portable Exhibit in museums, galleries, schools and other venues in the City and County of San Francisco; planning and coordination for the second meeting of the International Advisory Council to the Diego Rivera Project; research and policy development regarding the use of the Diego Rivera mural image in books and other media; coordination with The Mexican Museum and the SF Art Institute of a visiting art scholar from Mexico. The source of the funding is the general fund budget of the Office of Research, Planning and Grants. The total of the contract is for \$11,000 for the period of November 19, 1999 through May 31, 2000.

RECOMMENDATION:

RESOLVED: That authorization be hereby given for approval to contract with Carolyn Peter to provide special services for the Diego Rivera Mural Project for the time period of November 19, 1999 through May 31, 2000, in the amount not to exceed \$11,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner, Originator

11/18/99 – B21 page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B22

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GRANTS
Approval of Special Services Contract with Franciscan Communications
(Resolution No. 991118-B22)

BACKGROUND INFORMATION:

Bio-Link at City College is funded by a National Science Foundation Grant to be the Advanced Technological Education Center for Biotechnology. Bio-Link, the National Center, needs the services of layout, design and production professionals to publish a newsletter for national distribution on a quarterly basis. Bio-Link further requires the expertise of professional designers to help it create a distinctive identity at trade shows throughout the country. To provide this professional assistance, Bio-Link wishes to retain the services of Franciscan Communications.

There is no additional space or in-kind match required. The Bio-Link grant will provide the funding for the services rendered by Franciscan Communications.

RECOMMENDATION:

RESOLVED: That authorization is hereby given to contract with Franciscan Communications to layout and produce a quarterly newsletter and to create the graphics for participation in trade shows for the CCSF Bio-Link in the amount not to exceed \$11,570.45, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Frances Lee, Originator
Elaine Johnson, Originator

11/18/99 – B22 page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B23

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GRANTS
Approval of Special Services Contract with Eric Crane
(Resolution No. 991118-B23)

BACKGROUND INFORMATION:

Bio-Link at City College is funded by a National Science Foundation Grant to be the Advanced Technological Education Center for Biotechnology. Bio-Link, the National Center, needs the services of a qualified professional to perform data analysis on the results of the Bio-Link survey developed in partnership by the Northern California Biotechnology Center (a partnership between community colleges and biotechnology industries) and WestEd (a San Francisco non-profit research, development and service agency dedicated to improving education and other opportunities for children, youth and adults), to document the successes and characteristics of biotechnology programs, faculty and students nationwide. To provide this professional assistance, Bio-Link wishes to retain the services of Dr. Eric Crane, of New Education Options. Mr. Crane will assist Bio-Link staff and other consultants in performing statistical analysis of a highly specialized nature on the collected data. Throughout the contract period, Mr. Crane will work closely with the Bio-Link evaluator, Dan Weiler Associates, and with Ms. Hershbelle, of WestEd, one of the Survey's original developers.

There is no additional space or in-kind match required. The Bio-Link grant will provide the funding for Mr. Crane's services.

RECOMMENDATION:

RESOLVED: That authorization is hereby given to contract with Eric Crane to perform data analysis for the CCSF Bio-Link in the amount not to exceed \$2,800 to be billed at an hourly rate of \$60.00 an hour, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Frances Lee, Originator

Elaine Johnson, Originator

11/18/99 – B23 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR

Date: November 18, 1999

B24

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: GRANTS

Authorization to amend the following one (1) resolution(s) as indicated in the table totaling \$25,000
(Resolution NO. 991118 – B24)

ORIGINAL RESOLUTION NUMBER	GRANTOR/CONTRACTOR	CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS: ORIGINATOR
A 990429-B20 990729-B15	California Community Colleges/ Economic Development/ Job Development Incentive Training Fund/Roberto Lopez	Mar 4, 1999- Feb. 29, 2000	\$20,000	Extend contract date to Mar 31, 2000, and to increase amount by \$5,000	\$25,000	For additional services Originator: Phyllis McGuire
					Total - \$25,000	

RECOMMENDATION:

RESOLVED: That the Board authorizes the specific amendment to the resolution(s) as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their Designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B25

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANTS

**Approval of Training Contract with Air China
(Resolution No. 991118-B25)**

BACKGROUND INFORMATION:

Air China, a commercial airline headquartered in Beijing, People's Republic of China, has requested City College of San Francisco (CCSF) to provide a customized Flight Standard and Air Traffic Communication Skills training program to their pilots. The program will include a series of 24-week training cycles. The training will focus on building the trainees' competence in English listening, speaking, reading and writing levels in relation to the airline industry. In addition to class room instruction, CCSF also will arrange regular teaching at the Air Traffic Control Center in Oakland and San Francisco for the purpose of improving trainees' understanding of English expressions concerning flying, air traffic control and management. Each training cycle is designed for 15 to 20 trainees and will be conducted at CCSF facilities. CCSF also agrees to provide all necessary transportation and translation services during the training course. The contract amount will be \$4,900 per person per training cycle. Minimum enrollment is 15 trainees per class. The training will be scheduled between November 15, 1999 and June 30, 2002 upon mutual agreement.

The estimated project costs for seven training cycles over the next 30 months are as follows:

Income

Air China Training Contract	\$583,100*
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Expenditures:

Academic Salaries and Benefits	\$247,296
Consultants and Guest Speakers	64,575
Learning Lab Aide	29,400
Training Materials	7,000
Subcontracted Transportation & Translation Services	214,200*
Instructor Transportation and Project Management	<u>20,629</u>
	\$583,100

* Based on an average of 17 trainees per class.

The funds for the contract are from the Air China Training Contract. No district match is required.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Air China for providing an estimate of seven cycles of the Flight Standard and Air Traffic Communication Skills training between November 15, 1999 and June 30, 2002, at a cost of \$4,900 per student per training cycle, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator

11/18/99 – B25 page 2



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

B26

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANTS

**Approval of three Special Services Contracts with: 1) Andrew Davies,
and 2) Da Tung International Group Inc.
(Resolution No: 991118-B26)**

BACKGROUND INFORMATION:

Board Resolution 991118-B26 authorized the Office of Contract Education to contract with Air China for providing a series of customized Flight Standard and Air Traffic Communication Skills training programs to Air China's pilots. The work involves in this training are highly technical and industry specific. The Office wishes to retain the special services and technical advice from the following parties:

1) To contract with Andrew Davies, an FAA Flight Standard inspector and ATC trainer, for providing up to 63 hours of field demonstration of Air Traffic Control Center operations, and the use and interpretation of acceptable air traffic control instructions, at the rate of \$75 per hour for a total cost not to exceed \$4,725 for the first 24-week training cycle.

2) To contract with Da Tung International Group Inc. for providing all required transportation and translation services at a cost of \$1,800 per person per training cycle for an estimate of seven cycles scheduled between November 15, 1999 and June 30, 2002.

The funds for the contract and special services are from the Air China Training Contract. No district matching is required.

11/18/99 – B26 page 1

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RECOMMENDATION:

RESOLVED: That authorization be hereby given to enter into two special service agreements with: 1) Andrew Davies for providing up to 63 hours of field demonstrations of the Air Traffic Control Center operations and the use and interpretation of acceptable air traffic control instructions for the first 24-week training cycle, at a total cost not to exceed \$4,725; and 2) Da Tung International Group, Inc. for providing the required transportation and translation services at the cost of \$1,800 per student per training cycle for an estimate of seven cycles scheduled between November 15, 1999 and June 30, 2002, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator

11/18/99 – B26 page 2



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999 **C1**
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies,
Services, Etc., less than \$3,000
(Resolution No. 991028-C1)

BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than \$3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling \$ 397,024.83 individual amounts of less than \$3,000 not heretofore approved as summarized and detailed below:

Direct Payments	\$ 41,110.47
Purchase Orders	304,686.76
Travel/Mileage	<u>51,227.60</u>
GRAND TOTAL:	\$397,024.83

James Kendrix, Originator

10/28/99 - C1 page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: November 18, 1999 **C2**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **EQUIPMENT, SUPPLIES & SERVICES**
Procurement of Equipment, Supplies ,
Services, Etc., more than \$3,000
(Resolution No. 990930-C2)

BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A".

GRAND TOTAL: \$5,786,627.68

James Kendrix, Originator

11/18/99 - C2 page 1

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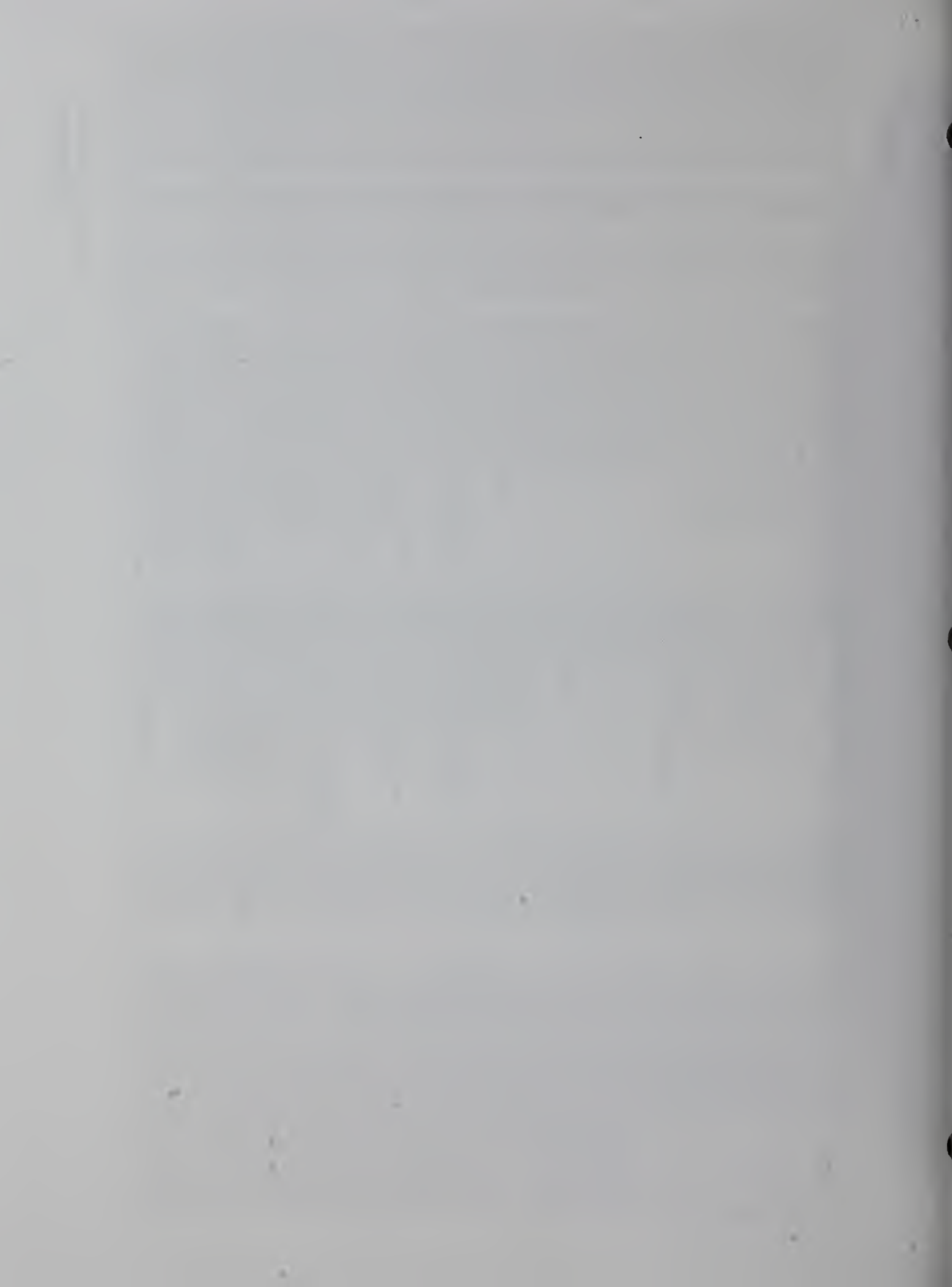


ATTACHMENT A
Resolution No. 991118-C2

	A	B	C	D	E	F	G	H	I	J
	Fund	Org	Acct	Prog	Aty	Department	Vendor	Doc #	Amount	Description
1	U	0020	4303	6600	S	Chancellor's Office	CCSF Bookstore	TP68597	5,000.00	Supplies
2	U	0040	5802	6600	C	Public Information	San Francisco Newspaper Agency	DP73480	3,970.80	Advertising
3	U	0070	5720	6600	S	General Counsel Office	Keenan & Associates	TP64690	60,000.00	Legal Services
4	U	0070	5721	6600	S	General Counsel Office	Friends of Columbo Bldg & Montg	DP74258	35,000.00	Legal Services
5	U	1545	5190	6720	S	Controller	Haanen M	PS74262	20,000.00	Services by Contract
6	U	2510	5650	6780	S	ITS - General	Cisco Systems, Inc.	PO71711	4,700.00	M & R - Equipment
7	U	2510	5656	6780	S	ITS - General	Oracle Corp.	DP71708	99,095.11	Software License Fees
8	U	2510	5656	6780	S	ITS - General	SAS Institute Inc.	PO71701	3,655.00	Software License Fees
9	U	3522	5530	6570	S	Utilities	Pacific Bell	DP73194	13,232.40	Utilities
10	U	3542	5640	6550	S	M&R - Buildings	Floorcraft	PO73304	4,093.63	M & R - Nonequip
11	U	3562	4301	6770	S	College Services	Office Depot Inc.	OD1706	4,359.77	Supplies
12	U	3562	4301	6770	S	College Services	MultiGraphics, Inc.	PO46320	3,530.88	Supplies
13	U	3562	4303	6770	S	College Services	Office Depot Inc.	OD1705	3,207.11	Supplies
14	U	3564	5350	6770	S	Mail Services	U. S. Postmaster	DP72319	50,000.00	Postage
15	U	3564	5350	6770	S	Mail Services	U. S. Postmaster	DP72310	15,000.00	Postage
16	U	4900	3501	6770	S	Central Services	Employment Development Dept.	TP73417	156,025.00	Unemployment Ins.
17	U	4900	3501	6770	S	Central Services	Employment Development Dept.	DP73415	13,206.57	Unemployment Ins.
18	U	4900	5130	6770	S	Central Services	Acad. Senate for CA Com. Coll.	DP69579	4,287.91	Memberships/Dues
19	U	4900	5610	6460	S	Central Services	McGrath Rentcorp/Mob. Modular	TP41496	40,726.68	Facility Rental
20	U	4900	5910	6720	S	Central Services	U. S. Treasury	DP73419	7,905.29	Tax Filing
21	U	4900	6411	6600	S	Central Services	Dell Computer Corp.	PO65785	3,399.31	Equipment
22	U	6126	5902	6450	N	GED/Assessment Center	ETS - GED Essay Scoring	TP67485	3,000.00	Ged Testing Services
23	U	7546	4303	1000	C	Photography	Photographers' Formulary	PO74150	9,621.71	Supplies
24	U	7556	5802	4900	C	Telecourses	Fong Brothers Printing, Inc.	PO66198	3,080.59	Advertising
25	U	7744	5190	1200	C	AIDS Awareness	Institute Adv. Study of Human	TP99014	3,500.00	Services by Contract
26	U	8840	5802	6010	C	Academic Admin - John Adams	Friendship Printing	PO67498	3,466.45	Advertising
27	U	9110	4301	6010	C	College Publications	Grant Printing	PO69623	137,130.98	Supplies
28	U	9330	6414	6110	C	Language Lab	Audio Graphic Systems	PO51115	16,436.96	Equipment
29	U									
30						Total Unrestricted			\$ 726,632.15	
31										
32										
33	724002	9230	5902	6820	S	Trust - GED Agency Trust Fees	CA Department of Education	DP67495	3,912.00	Ged Testing Services
34	425001	0130	6201	7100	S	Bond-Chinatown/NB Land Purch	EIP Associates	DP69582	7,356.62	Capital Outlay Project
35	420615	3546	6413	7100	S	SM 97-98 PC Tmp Ctrl Panels	Dell Computer Corp.	PO73310	10,310.77	Equipment
36	420603	0130	6201	7100	S	SM 97-98 Elect Panels-Sci Bldg	Willdan Associates	CT41400	10,000.00	Capital Outlay Project

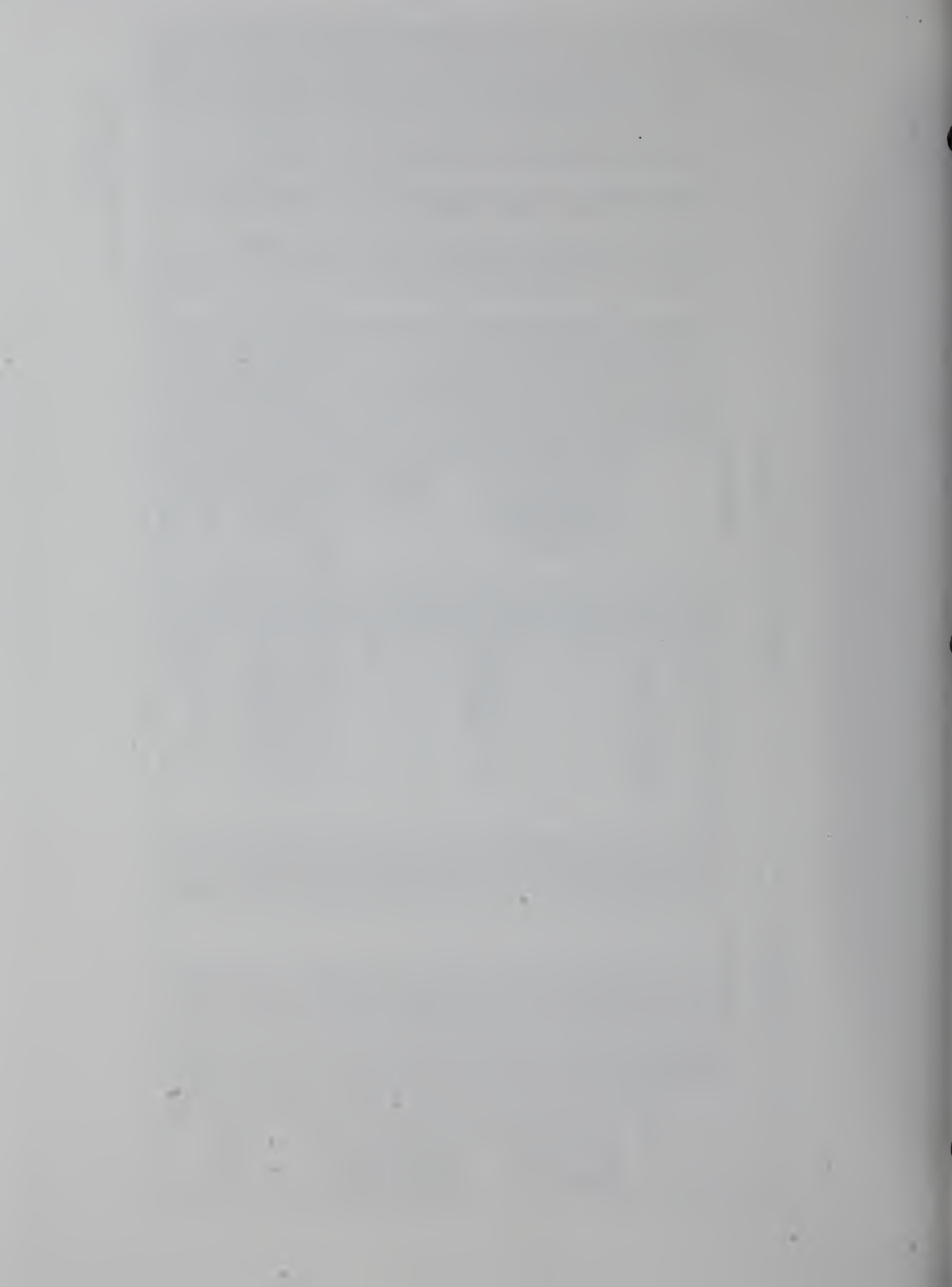
ATTACHMENT A
Resolution No. 991118-C2

	A	B	C	D	E	F	G	H	I	J
37	42018C	8064	6202	7100	R	So Gym Bldg. Door Repl - Constr	Automatic Door Systems, Inc.	PO41549	5,074.55	Capital Outlay Project
38	42017P	8812	6201	7100	R	JA Gym Classrm Ren-Plan/Design	TH Associates	CT41368	45,000.00	Capital Outlay Project
39	42016P	8062	6201	7100	T	District Wide Technology Network	Angus-Hamer Networking	CT70196	48,969.00	Capital Outlay Project
40	42016P	8067	6201	7100	T	District Wide Technology Network	Angus-Hamer Networking	CT70196	195,876.00	Capital Outlay Project
41	42016M	8053	6203	7100	T	District Wide Tech. Ntwk-Proj Mgmt	Angus-Hamer Networking	CT70196	97,938.00	Capital Outlay Project
42	42016M	8067	6203	7100	T	District Wide Tech. Ntwk-Proj Mgmt	Angus-Hamer Networking	CT70196	146,907.00	Capital Outlay Project
43	42005C	8060	6202	7100	R	So Gym- Washers & Dryers	TXLTCARE Systems	PO41311	20,824.10	Capital Outlay Project
44	42005C	8064	6202	7100	R	So Gym- Washers & Dryers	TXLTCARE Systems	PO41311	20,824.10	Capital Outlay Project
45	42004C	8054	6202	7100	R	Conlan Hall Counsel Dept Renov	Adolph Schmidt Gen Contractors	CT41247	17,430.00	Capital Outlay Project
46	42003C	8053	6202	7100	S	Cloud Hall Sound Room Ren	Adolph Schmidt Gen Contractors	CT41295	26,134.00	Capital Outlay Project
47	412832	0130	6202	7100	S	HAZ MAT - Underground Stor Tank	New West Petroleum	DP41372	5,400.66	Capital Outlay Project
48	412817	0130	6201	7100	S	Install Roof over HVAC Fan Rm, Bt	RGA Environmental, Inc.	DP41310	5,730.00	Capital Outlay Project
49	412733	0130	6201	7100	S	Science Bldg So. Waste Line	Kendall Young Associates	CT41391	7,500.00	Capital Outlay Project
50	412732	0130	6201	7100	S	Science Bldg Replace Waste Line	Kendall Young Associates	CT41391	7,500.00	Capital Outlay Project
51	412246	0130	6201	7100	S	Reroof Batmale Hall	Willdan Associates	CT41322	10,000.00	Capital Outlay Project
52	412244	0130	6202	7100	S	Reroof Aeronautics Dept - Airport	Best Roofing & Waterproofing	CT41241	68,000.00	Capital Outlay Project
53	412051	0130	6202	7100	S	Central Shops and Warehouse	Transworld Construction, Inc.	CT41492A	3,597,645.98	Capital Outlay Project
54	412040	0130	6201	7100	S	PFX-JA Child Care	Willdan Associates	CT41326	10,000.00	Capital Outlay Project
55	412022	0130	5640	7100	S	S. E. Equipment, Phase II	Crown Electric, Inc.	DP60198	8,699.28	M & R Equip
56	412015	0130	6201	7100	S	Remodel Allied Health	Crown Skylights, Inc.	DP41280	4,725.00	Capital Outlay Project
57	412015	0130	6202	7100	S	Remodel Allied Health	MG West	PO41296	17,032.26	Capital Outlay Project
58	412015	0130	6202	7100	S	Remodel Allied Health	CCSF Bookstore	PO41353	8,576.29	Capital Outlay Project
59	412015	0130	6202	7100	S	Remodel Allied Health	OP Contract	PO41299	5,019.65	Capital Outlay Project
60	412015	0130	6202	7100	S	Remodel Allied Health	Nevin Laboratories, Inc.	PO41369	4,505.14	Capital Outlay Project
61	412015	0130	6202	7100	S	Remodel Allied Health	MG West	PO41297	4,080.68	Capital Outlay Project
62	412015	0130	6411	7100	S	Remodel Allied Health	MG West	PO41307	12,491.98	Equipment
63	412015	0130	6411	7100	S	Remodel Allied Health	Arsys Innotech Corporation	PO41363A	6,493.75	Equipment
64	211020	7334	4303	6920	N	CCFP CDD Block Grant 99-00	Alliant Foodservice, Inc.	TP69416	4,000.00	Supplies
65	211019	7334	4303	6920	N	CCFP State Preschool 99-00	Safeway Inc.	TP69433	45,000.00	Supplies
66	211019	7334	4303	6920	N	CCFP State Preschool 99-00	Alliant Foodservice, Inc.	TP69417	17,000.00	Supplies
67	211019	7334	4303	6920	N	CCFP State Preschool 99-00	S.F. Supply Master, Inc.	TP69428	4,500.00	Supplies
68	211019	7334	4303	6920	N	CCFP State Preschool 99-00	S.F. Supply Master, Inc.	TP69424	4,000.00	Supplies
69	211019	7334	4303	6920	N	CCFP State Preschool 99-00	Alliant Foodservice, Inc.	TP73959	4,000.00	Supplies
70	211018	7334	4303	6920	N	CCFP Center Based 99-00	Safeway Inc.	TP69434	8,400.00	Supplies
71	127325	9210	5190	7010	N	SF Airport #36	Dyer S	PS99046	91,000.00	Services by Contract
72	125503	1105	6434	6950	S	Parking Fund Fees	Pacific Parking Systems, Inc.	PO72341	25,836.22	Equipment



ATTACHMENT A
Resolution No. 991118-C2

	A	B	C	D	E	F	G	H	I	J
73	125502	7620	6411	1500	N	Institute for International Students	OP Contract	PO41291	28,972.34	Equipment
74	125501	9220	6413	6820	N	Continuing Education Fees	Audio Graphic Systems	PO73852	3,422.10	Equipment
75	125258	7225	5190	0400	C	SF PORT-HABITAT CTR 99-00	Munro D	PS99030	13,700.00	Services by Contract
76	123873	6110	5650	6490	N	Matriculation - NC 99-00	Eureka	PO60212	7,784.88	M & R - Nonequip
77	123849	7421	6413	0500	C	Instructional Equipt Repl 98-99	Audio Graphic Systems	PO69602	3,575.08	Equipment
78	123849	9500	6413	0500	N	Instructional Equipt Repl 98-99	Arsys Innotech Corporation	PO69857	13,812.06	Equipment
79	123849	9500	6413	0500	N	Instructional Equipt Repl 98-99	Arsys Innotech Corporation	PO72720	7,219.59	Equipment
80	123848	4042	5640	6460	S	BLK GRNT-TAX SHRTFALL 98-99	ImageMax, Inc., California	PO47887	45,443.06	M & R - Equip
81	123848	9320	6302	6120	C	BLK GRNT-TAX SHRTFALL 98-99	The Book House	TP73812	3,000.00	Capital Outlay Project
82	123353	9210	5190	7010	N	Eco Dev - CACT 99-00	Ng E	PS99047	18,000.00	Services by Contract
83	123205	7320	5190	6420	C	DSPS - Excess Cost 99-00	Castalia A	PS99025	10,000.00	Services by Contract
84	123205	7320	5190	6420	C	DSPS - Excess Cost 99-00	Harris D	PS99027	10,000.00	Services by Contract
85	123205	7320	5190	6420	C	DSPS - Excess Cost 99-00	Balaam R	PS99023	5,000.00	Services by Contract
86	123205	7320	5190	6420	C	DSPS - Excess Cost 99-00	Allen P	PS99022	4,000.00	Services by Contract
87	123113	7800	5190	6499	N	CALWORKS - 99-00	Griffin A	PS99065	20,250.00	Services by Contract
88	123113	7800	5650	6499	N	CALWORKS - 99-00	U.S. Postal Service	DP76187	3,000.00	M & R - Equip
89	123023	0074	5720	6760	S	AB 1725 Staff Diversity 98-99	DR Associates International	TP64105	8,000.00	Legal Services
90	122503	8250	5190	6830	N	Pregnancy Prevention Prog99-00	Baillie R	PS99058	87,120.00	Services by Contract
91	122503	8250	5190	6830	N	Pregnancy Prevention Prog99-01	Serrano C	PS99057	39,930.00	Services by Contract
92	122503	8250	5190	6830	N	Pregnancy Prevention Prog99-02	Ortiz A	PS99059	18,150.00	Services by Contract
93	122503	8250	5190	6830	N	Pregnancy Prevention Prog99-03	Rovai A	PS99060	13,500.00	Services by Contract
94	122503	8250	5190	6830	N	Pregnancy Prevention Prog99-04	Saunders E	PS99061	13,500.00	Services by Contract
95	122503	8250	5190	6830	N	Pregnancy Prevention Prog99-05	Smith A	PS99062	13,500.00	Services by Contract
96	121507	8450	6413	0500	N	Vatea IIC - 1999-2000	Arsys Innotech Corporation	PO72720	10,829.39	Equipment
97	121192	5153	5120	6020	S	NSF-Biolink 99-00	UCSF - Facilities Management	TP69735	4,560.00	Facilities Rental
98	121192	5153	5530	6010	S	NSF-Biolink 99-00	AT & T	TP69741	4,000.00	Utilities
99	121192	5153	5530	6010	S	NSF-Biolink 99-00	Pacific Bell	TP69734	3,000.00	Utilities
100	121191	5153	7702	7310	S	NSF - Biolink 98-99	Seattle Central Community College	DP69742	3,034.00	Grant
101						Total Resticted			\$ 5,059,995.53	
102						Total Resticted and Unrestricted			\$ 5,786,627.68	
103										





CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

C3

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: Equipment, Supplies & Services
Acceptance of Gifts
(Resolution No. 991118-C3)**

BACKGROUND INFORMATION:

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding \$250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding \$1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

From time to time an item is offered as a gift to the SFCCD to be used for educational purposes.

RECOMMENDATION:

WHEREAS: the SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Frances Lee, Vice Chancellor of Academic Affairs, declares that these gifts will enhance the instructional program of the San Francisco Community College District;

RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

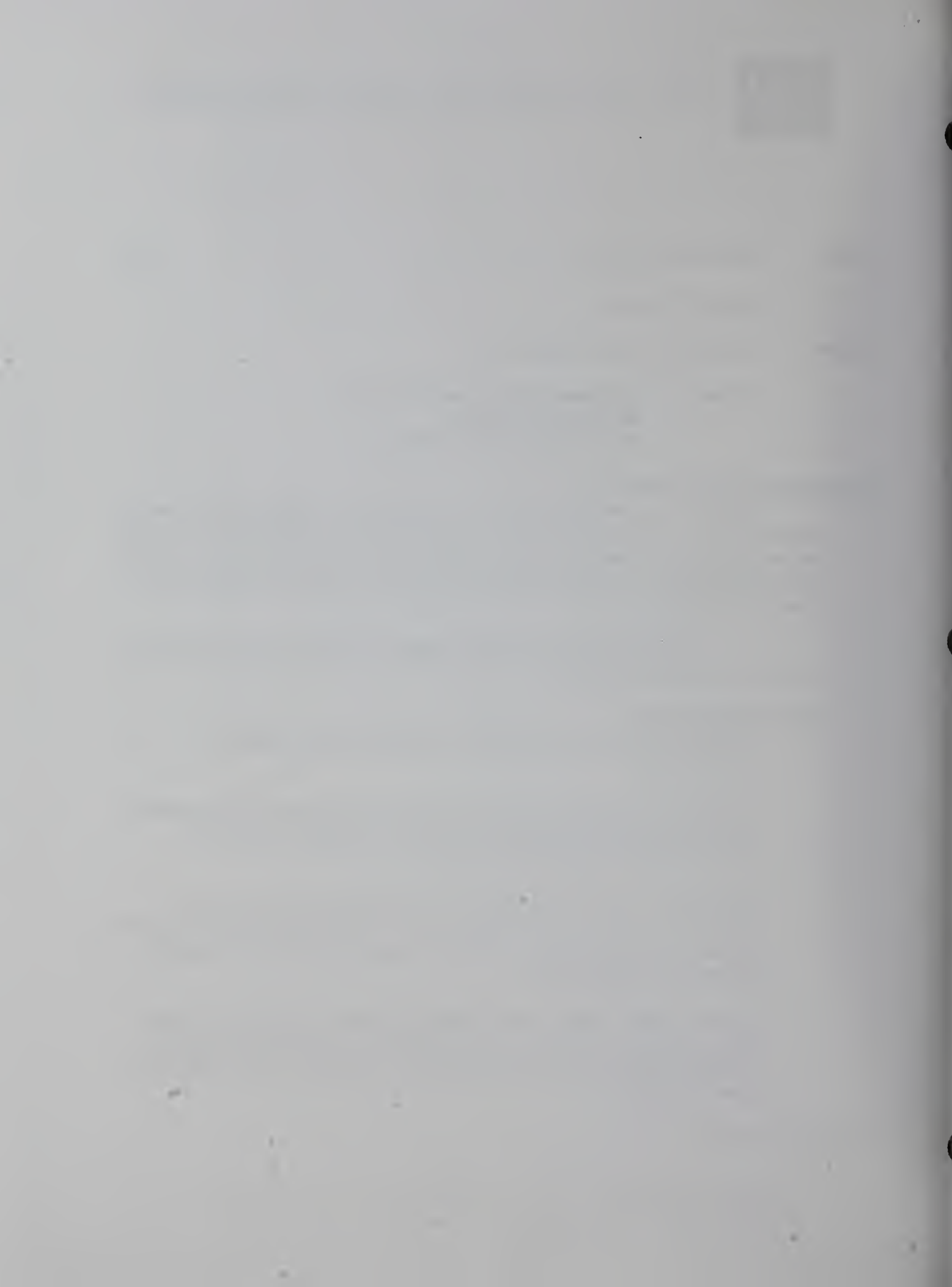
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BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR



ATTACHMENT A
RESOLUTION: 991118 — C3

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
1) Cash	Jeff Townsend Vallejo, CA	Student Health Services	\$500
2) Art Prints	Marion Rose Miller San Francisco, CA	Broadcast Electronic Media Arts	\$2,000
3) Cash	Joan Hurley The CA Wellness Foundation Woodland Hills, CA	Student Health Services	\$ 300
4) Cash	Philanthropic Ventures Foundation Oakland, CA.	Calworks & PAES Students	\$5000



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999 **F1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Human Resources
Resignation
Non-Educational
Academic Administrative Position
(Resolution No. 991118-F1)

BACKGROUND INFORMATION:

Resolution No. 991118-F1 covers the resignation of a non-educational academic administrator.

RECOMMENDATION:

RESOLVED: That the resignation of NICHOLAS HOVLAND from any and all employment with the San Francisco Community College District be accepted effective November 30, 1999.

Clara Starr, Originator

11/18/99 – F1 page 1

BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR



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HEPATIC FAILURE

BY J. H. HARRIS, M.D., AND

W. H. HARRIS, M.D.

CHICAGO, ILL.

SYMPTOMS OF ACUTE AND CHRONIC

HEPATIC FAILURE

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W. H. HARRIS, M.D.



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

G1-G5

DATE: November 18, 1999

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Academic Employees
Credit Program/Non-Credit Program
District Funded
City College of San Francisco
(Resolutions 991118-G1-G5)

BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Nicholas T. Hovland, Originator

BOARD OF TRUSTEES

LAWRENCE WONG, PRESIDENT • DR. ANITA GRIER, VICE PRESIDENT • DR. NATALIE BERG

ROBERT E. BURTON • JAMES HASKELL MAYO, II. • RODEL E. RODIS • ROBERT P. VARNI

DR. PHILIP R. DAY, JR., CHANCELLOR

**TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Unrestricted**

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 1999

(+: Full-time overload/extra pay)

(*: New hourly academic employee)

Name	Department	Division
Brown, Steven W	Envn Environmental Hort	Credit
Chew, Wellington	C/NB	NonCredit
Clark, Ophelia	African American Retention Prog	Credit
Concin, Claudio	Forl Foreign Languages	Credit
+ Curtis, Arthur B	Graphic Communication	Credit
Dicoio, Al	Apprenticeship	NonCredit
Drew, Glenda Ann	IDST Studies	Credit
Fergus. Brian S	Music	Credit
Fong, Lawrence K	Chemistry	Credit
+ Gibson, Nina G	Student Leadership	Credit
Grier, William T	English As a Second Language	NonCredit
Hall, Terrance	Health Science	NonCredit
Hickey, Daniel M	Bus/Office Tech/Small	NonCredit
Jackson, Daniel F	Interdisciplinary Studies	Credit
Johnson, Ronlad Lee	English	Credit
Kelly, Pamela L.	Bus/Office	NonCredit
Knotek, Ruth	Business	NonCredit
+ Lai, Elaine	Bus/Office Tech/Small Bus	NonCredit
Laroche, Randell E	English As a Second Language	NonCredit
Mayer, Ted L	Apprenticeship	NonCredit
McCarthy, Cornelius	Apprenticeship	NonCredit
McCormick, John	Grph	Credit
Ogrodnik, Jayne	English As a Second Language	NonCredit
Perry, John Hampton	English	Credit
Robert, Clark	African American Retention Prog	Credit
Rule, Ann	CIS	Credit
Shuk-Han Lau	Business	NonCredit
Shumsky, Saul M	Photographer	Credit
Smith, Arthur J	Apprenticeship	NonCredit
Smith, Jack	Apprenticeship	NonCredit
Smith, Lia J	English As a Second Language	Credit
Stevens, Holly	English As a Second Language	NonCredit
Stuart Miller W	Aeronautics	Credit
Torres, Edgar	latino Scholors Inst	Credit
+ Tse, Annie	Health Science	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Unrestricted

	Vasquez, Eugenia	Biological Science	Credit
+	Vitorelo, Joan C	Counseling	Credit
+	Wang, Tien R	Foreign Languages	Credit
+	White, Kathleen C	Labor Studies	Credit
*	Wiese, Katryn P.	Earth Sciences	Credit
	Wong, Li-Wen	English As a Second Language	NonCredit

GI FALL 1999: 41

Total for G1: 41

**TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Restricted**

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 1999

(+: Full-time overload/extra pay)

(*: New hourly academic employee)

Name	Department	Grant	Division
DuBois, Marcia J	Teachers' Resource Center	Matriculation - NC 99-00	NonCredit
Hammer, Jennifer C	Teachers' Resource Center	Matriculation - NC 99-00	NonCredit
Ikeda, Vivian	Teachers' Resource Center	Matriculation - NC 99-00	NonCredit
+ Labrie, Portia S	Extended Oppo Prog & Services	EOPS/CARE - 99-00	Credit
Meis, Vincent T	Teachers' Resource Center	Matriculation - NC 99-00	NonCredit
+ Spingola-Connolly, Jeanni	Counseling	Matriculation - NC 99-00	NonCredit
Yeung, Ellen L	Teachers' Resource Center	Matriculation - NC 99-00	NonCredit

G2 Fall 1999: 7

Total for G2: 7

Total Records: 48

991118-G3

RESOLVED: That for the effective dates shown the following named academic personnel be granted leave of absence:

Leave Of Absence

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>CONTRACT SECTION</u>	<u>EFFECTIVE DATES</u>
FRACCHIA, CHARLES	LIBRARY SERVICES / PHELAN	17.P	08/01/99 - 01/18/00
KNIGHT, MARLA	TRANSITIONAL STUDIES / JOHN ADAMS	17.P	01/14/00 - 05/26/00

991118-G4

RESOLVED: That the Academic Year indicated the following academic personnel be granted Reduced Workload - Pre-Retirement Reduction status at City College of San Francisco, subject to receipt of approval from the State Teachers' Retirement System, as follows:

Pre-Retirement Reduction

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>TERMS OF DUTY</u>	<u>EFFECTIVE DATES</u>
ERICSON, SANDRA	ESL / JOHN ADAMS	Work 80% every Fall, and work 80% every Spring	Fall 1999 - 07/01/2004

991118-G5

RESOLVED: That Resolution 990729-G13 Department Chairperson Stipends 1999-2000, be amended in part to show the following:

Amendment to Resolution

<u>NAME</u>	<u>DEPARTMENT</u>	<u>STIPEND</u>	<u>STEP</u>
HOENISCH, CHARLES	ADMINISTRATION OF JUSTICE/ FIRE SCIENCE	2,545.00	4
HOENISCH, CHARLES	ADMINISTRATION OF JUSTICE/ FIRE SCIENCE	4,044.00	4

CHANGE FROM:

TO: HOENISCH, CHARLES





CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1-H3

DATE: November 18, 1999

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Academic Employees
Credit Program/Non-Credit Program
Categorically Funded
City College of San Francisco
(Resolutions 991118-H1-H3)

BACKGROUND INFORMATION:

Resolutions 991118-H1-H3 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Nicholas T. Hovland, Originator

BOARD OF TRUSTEES

LAWRENCE WONG, PRESIDENT • DR. ANITA GRIER, VICE PRESIDENT • DR. NATALIE BERG
ROBERT E. BURTON • JAMES HASKELL MAYO, II. • RODEL E. RODIS • ROBERT P. VARNI

DR. PHILIP R. DAY, JR., CHANCELLOR

54-a

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 1999

(+: Full-time overload/extra pay)

(*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Auyeung, Mabel K	Child Dev. & Family Studies	SF Foundation-Com Initiative Fund	Credit
Cabahug, Elma P	English As a Second Language	TTIP 98-99	NonCredit
Carter, Keven	Workforce Education & Training	TANF - 99-00	NonCredit
+ Chin, Tina W	English As a Second Language	Project Shine/SFSU 98-99	NonCredit
Chuck Terence A.	Education & Training	CALWORKS - 99-00	Credit
Clark, Dani L	Contract Education	ECO DEV/Workplace 1999-2000	NonCredit
Corbie, Terrence	Contract Education	S.F. Works-5 (LEAP-111)	NonCredit
+ Corbie, Terrence	Contract Education	SF Food Bank	NonCredit
Dierauf, Jr., Edward J	Engineering & Technology(Weld)	SF Admin/SWMP/Bus Waste	Credit
+ Dore, David A	Contract Education	Chinese Hospital	NonCredit
Eggers-Williams, Delores	Child Dev. & Family Studies	Children Council-Mayor's Office	Credit
Kilgariff, Martin	Physical Education--South	Men's Athletics	Credit
+ Norris, Jennifer Ann	Work Force Education	TANF - 99-00	NonCredit
Roberts, Judith Ann	Behavioral Sciences	Pregnancy Prevention Program 99-00	Credit
Sauve, James D.	English	T3 Grant	Credit
+ White, Kathleen C	Child Dev. & Family Studies	Children Council-Mayor's Office	Credit
Wong, Manuel K	Child Dev. & Family Studies	Low Income Housing Fund	Credit

H1 Fall 1999: 17

Total for H1: 17

Total Records: 17

991118-H2
Amendment
to Resolution

RESOLVED: That resolution 990729-H2, Categorically Funded, Full-Time Temporary Assignment, be amended in part to show the following:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>ACTIVITY</u>	<u>BUDGET</u>	<u>EFFECTIVE DATES</u>
<u>CHANGE</u>				
<u>FROM:</u> ROMERO, M. GUILLERMO	Vocational Education	Program Coordinator	VTEA Trade Skills - Outreach (65%) 121507-7114-1220-0900-N PIC - Title III (35%) 121167-7172-1220-0500-N	08/18/99 - 12/22/99
<u>TO:</u> ROMERO, M. GUILLERMO	Vocational Education	Program Coordinator	VTEA Trade Skills - Construction (25%) 121507-7114-1220-0900-N VTEA - Trade Skills - Recruitment & Retention (50%) 121507-7114-1220-0900-N PIC - Title III (25%) 121164-7172-1220-0500-N	08/18/99 - 12/22/99

991118-H3
Amendment
to Resolution

RESOLVED: That resolution 990729-H2, Categorically Funded, Full-Time Temporary Assignment, be amended in part to show the following:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>ACTIVITY</u>	<u>BUDGET</u>	<u>EFFECTIVE DATES</u>
<u>CHANGE</u> <u>FROM:</u> KOREY, SUZANNE	Vocational Education	Project Coordinator	VTEA - Contract Compliance (35%) 121507-7173-1220-6010-S VTEA - Staff Development (20%) 121507-7173-1220-6750-S Advance Transportation Tech (5%) 123384-7175-1220-0900-N	08/18/99 - 5/26/00
<u>TO:</u> KOREY, SUZANNE	Vocational Education	Project Coordinator	VTEA - Contract Compliance (35%) 121507-7173-1220-6010-S Advance Transportation Tech. (5%) 123384-7175-1220-0900-N Dept. Chair - Graphic Communications Dept. (40%) U-7528-1220-1000-C Dept. Chair - Journalism Dept. (20%) U-7534-1220-1000-C	08/18/99 - 12/22/99



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999 **L1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Human Resources
Authorization to amend employment Contract (s)
(Resolution No. 991118 - L1)

BACKGROUND INFORMATION:

The Board of Trustees by Resolution No. 791120-B1 has made available to its employees the provisions of Section 403 (b) of the United States Internal Revenue Code and Section 17501 of the California Revenue and Taxation Code.

Employees of the San Francisco Community College District may enter into an amendment of their employment contracts for the purpose of effecting a reduction in the salaries paid to such employees, and that for each employee who voluntarily elects to accept such reduction in his or her salary, the San Francisco Community College District shall, as directed by such employee, a) purchase, with an amount equal to the reduction in salary, a nontransferable annuity contract issued by an insurance company selected by the employee concerned, or b) contribute an amount equal to such reduction in salary to a custodial account of a custodian selected by the employee, in which all rights under said custodial account shall be exercisable by the employee concerned.

11/18/99 – L1 page 1

BOARD OF TRUSTEES

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ROBERT E. BURTON • JAMES HASKELL MAYO, II. • RODEL E. RODIS • ROBERT P. VARNI

DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That the Board of Trustee of the San Francisco Community College amend employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c) termination of the amendment to employment contract, complying with the provisions of Section 403 (b) of the United States Internal Revenue Code, and Section 17501 of the California Revenue and Taxation Code.

a) <u>INSURANCE COMPANIES</u>	<u>I. D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
Great American Life	09932	50.00
Hartford Life	25529	25.00
IDS	03646	288.00
Met Life	55592	75.00
Met Life	55671	200.00
Northern Life	01038	800.00
Security First	55088	120.00
Security First	57306	200.00
Security First	56248	100.00
Security First	32744	200.00
Strong Fund	54655	388.00
VALIC	54176	100.00
VALIC	07136	500.00
VALIC	55762	200.00
VALIC	55368	500.00

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<u>b) CUSTODIAL ACCOUNTS</u>	<u>I. D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
Fidelity	50178	200.00
Janus	12438	200.00
Janus	54755	480.79
Janus	02736	300.00
Vanguard	56471	50.00
Vanguard	55925	200.00
Vanguard	56498	50.00
Vanguard	55106	600.00
Vanguard	41980	384.62

<u>c) TERMINATION/CANCELLATIONS</u>	<u>I. D. NO.</u>	<u>BI-WEEKLY AMOUNT</u>
Bankers United Life	07524	203.00
Capital Guardian	21574	200.00
Fidelity	55033	25.00
Fidelity	12438	500.00
Oppenheimer Funds	54755	384.61

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to purchase such annuity contracts or contribute to such custodial accounts, subject to ratification by the Board of Trustees.

James Kendrix, Originator

11/18/99 – L1 page 3



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Academic Employees
Community Services Classes
City College of San Francisco
(Resolutions 991118-N1)

N1

BACKGROUND INFORMATION:

Resolutions 991118-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Nicholas T. Hovland, Originator

BOARD OF TRUSTEES

LAWRENCE WONG, PRESIDENT • DR. ANITA GRIER, VICE PRESIDENT • DR. NATALIE BERG

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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 1999

(+: Full-time overload/extra pay)

(*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Barclay, Matthew S	Institute for Int'l Students	NonCredit
McClain, Terry L.	Community Services	NonCredit
+ McCormack, Irene L	Community Services	NonCredit
Ruiz, Joseph M	Community Services	NonCredit

N1 Fall 1999: 4

Total for N1: 4

Total Records: 4



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

S1

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: Institutional Self-Study Report Certification
(Resolution No. 991118-S1)**

BACKGROUND INFORMATION:

Every six years, institutions of higher education are asked to participate in voluntary accreditation review and conduct a self-study. For the past 18 months, City College has been working diligently in this regard. More than 150 faculty, staff, and students have been fully involved in the process of assessing the College's strengths and weaknesses in conformity with the WASC Guide to and Criteria for Institutional Self Study. Approximately 300 recommendations have been made reflecting the level of analysis conducted with the intent to move forward in areas where the need for improvement and/or change in procedures has been noted.

RECOMMENDATION:

RESOLVED: That the Self-Study Report is submitted for purposes of assisting in the determination of the institution's accreditation status, and

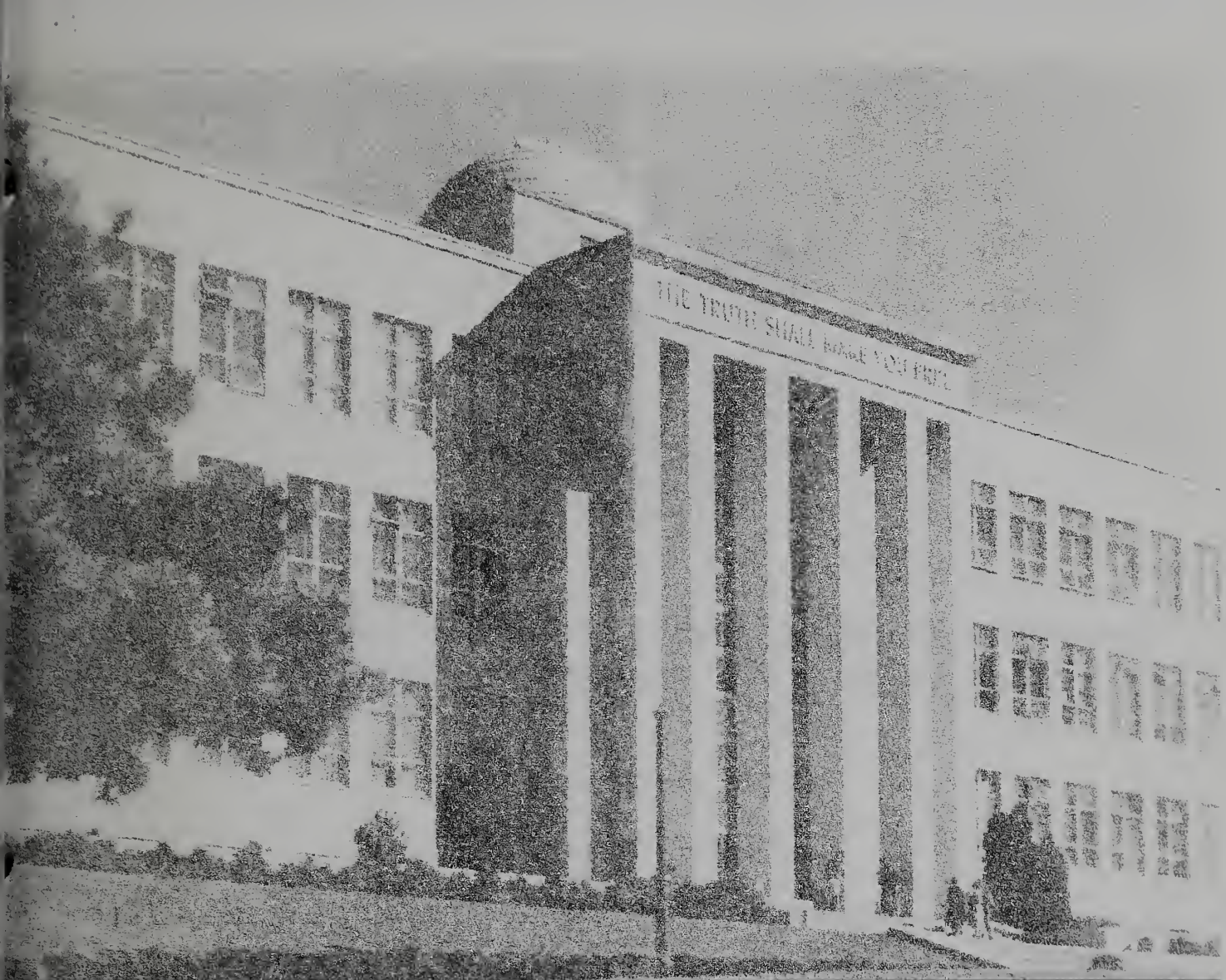
FURTHER BE IT RESOLVED: That the Board of Trustees certifies that there was broad participation by the College community and believes the Self-Study Report accurately reflects the nature and substance of the institution, and that the faculty, staff, and students who participated in this process should be commended for their extraordinary efforts.

Dr. Philip R. Day, Jr., Originator
Dean Sandra Handler, Originator

11/18/99 – S1 page 1

BOARD OF TRUSTEES

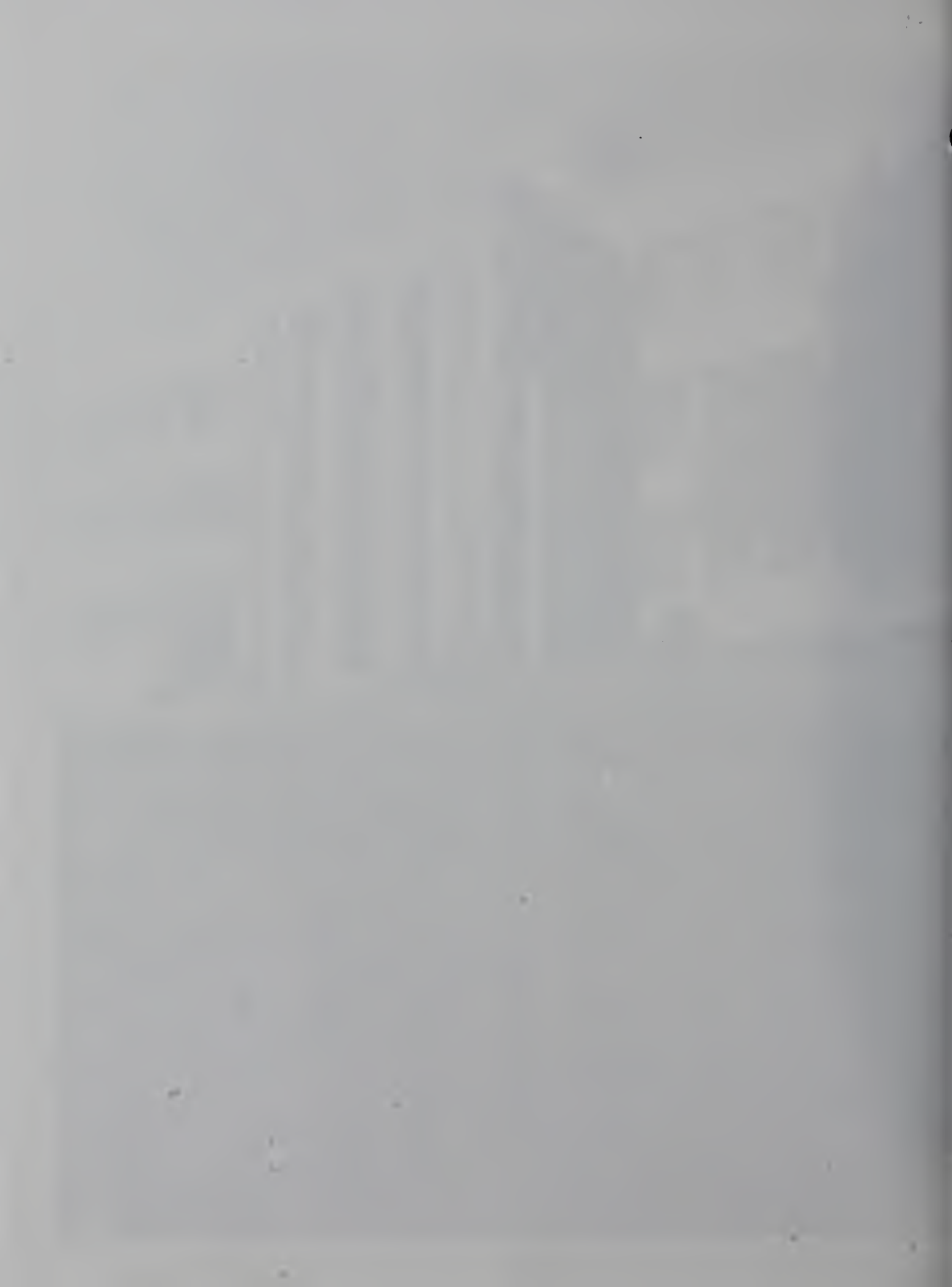
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City College of San Francisco

Institutional Self Study for
Reaffirmation of Accreditation







INSTITUTIONAL SELF STUDY REPORT IN SUPPORT OF REAFFIRMATION OF ACCREDITATION

Submitted by:

City College of San Francisco
50 Phelan Avenue
San Francisco, CA 94112-1825

Submitted to:

The Accrediting Commission for Community and Junior Colleges
of the Western Association of Schools and Colleges

Spring 2000

Board of Trustees

Lawrence Wong, President • Dr. Anita Grier, Vice President • Dr. Natalie Berg,
Robert E. Burton • James Haskell Mayo, II. • Robert P. Varni • Rodel Rodis

Dr. Philip R. Day, Jr., Chancellor

Draft



THE UNIVERSITY OF CHICAGO
CHICAGO, ILLINOIS

DEPARTMENT OF THE HISTORY OF ARTS
AND ARCHITECTURE

OFFICE OF THE DEAN
OF THE FACULTY OF THE DIVISION OF THE PHYSICAL SCIENCES

OFFICE OF THE DEAN
OF THE FACULTY OF THE DIVISION OF THE SOCIAL SCIENCES

OFFICE OF THE DEAN
OF THE FACULTY OF THE DIVISION OF THE HUMANITIES

Message from the Chancellor

As you open this volume and turn its pages, I know you will see the images of the many people at City College whose hands, heads, and hearts have shaped these words. I have observed their dedication as they formulated a plan, gathered and analyzed the information, then struggled to find just the right words to describe an issue or express a problem. Afterwards, they worked even harder to reach agreement on what they had written.

As with any self-study, the task of accurate assessment is a daunting assignment and the feat of preserving balance between strengths and needs is truly a marvel. So it is, I must say, that our study team has performed beyond expectations and produced a report which fairly and factually captures the good estate of our college, identifies the areas where improvements are warranted, and furnishes us with an agenda for action.

But I want to say more about the agenda for action. In this report, there are over 300 recommendations generated from the various study groups. As Chancellor, it is my intent to take up each and every one of these items as potential initiatives for execution. Here is how.

Upon my arrival in 1998, we began a systematic institutional approach to annual planning derived from the long range strategic plan adopted in 1997. We linked the annual planning with an integrated approach to unit planning and budgeting for every level of the institution. This system, now in place, is the ideal vehicle for implementing self-study recommendations. As we prepare our plans for the year ahead, we will expect the various departments and offices to examine these recommendations and formulate objectives for implementation wherever appropriate. Also, as part of our twice-yearly institutional assessment process, we will take the measure of achieving these objectives and completing their achievement. In this manner, I am pledging the leadership of the college to ensure that the results of the self-study process will make a difference in our institution and ultimately for the benefit of our students.

On behalf of the Board of Trustees and myself, I extend heartfelt thanks for the quality of work reflected in this Self Study Report. And I extend a warm welcome to the Visiting Team who will read this volume, visit our campuses, and provide us with their appraisal.

Dr. Philip R. Day, Jr.
Chancellor

RECEIVED

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INTRODUCTION



Abstract of the Report

Standard One: Institutional Mission

The Mission Statement of the College was approved by the Board of Trustees in 1997 and appears in the Strategic Plan and in the catalog. The Mission Statement encompasses all current programs, both credit and noncredit, and broadly defines institutional purposes. The Mission and Vision Statements provide a foundation for planning documents. Currently the Mission Statement is revised on a six-year cycle in conjunction with a review of the Strategic Plan. A review of the Mission and Vision Statements, through the shared governance process, the year prior to the review of the Strategic Plan, is proposed. Wider distribution and display of both statements is also proposed.

Standard Two: Institutional Integrity

The catalog, class schedule, and Website document the College's regulations and policies. While the language may vary among the publications, the message is identical. The Office of Marketing and Public Information generates accurate, published information about the College's diverse educational and student services programs.

The College policies demonstrate a commitment to equity and diversity. During the evaluation process, instructors are rated on their adherence to course outlines and curriculum guides. Student evaluations give faculty high ratings on subject knowledge and on freedom from prejudice.

There are two issues of professional integrity that face the College community. Uniform standards or statements for students which define academic honesty are not readily available, an issue made more complex by the increasing use of technology. Along with this concern is the need to develop and disseminate a formal district-wide policy on academic/intellectual freedom to cover all segments of the institution.

The College has an outstanding athletic program which demonstrates our commitment to the policy that athletes are students first.

Standard Three: Institutional Effectiveness

The Office of Research, Planning, and Grants supports institutional planning, evaluation, and outcomes assessment with Program Review, a Planning Atlas, and seven college-wide plans. The plans are CityWorks, Transfer Enhancement Plan, Education Technology Plan, Facilities Master Plan, Student Equity Plan, Noncredit ESL/Transitional Studies Plan, and the Strategic Plan. This last document's fifty-two indicators are used to measure performance. The office also provides environmental scans on critical economic, social, fiscal, and educational trends in the Bay Area.

Program Review directs departments to evaluate their curricula and services, and define areas needing improvement with a six-year plan. Almost all departments and programs have completed the review process. The links between Program Review and the planning and budgeting process are being strengthened.

The Office of Research, Planning and Grants continues to communicate and to cooperate with the Matriculation Office and the instructional departments to enhance the assessment of student outcomes and to suggest linkages with staff development programs.

Standard Four: Educational Programs

The educational programs and services support the Mission, Vision, and Values Statements. Course offerings directly address the varied educational needs of a diverse student body. New programs and courses are added to the curriculum to meet the changing needs of students, business, and industry. Faculty design the curriculum and establish the length, breadth, depth, sequencing of courses, synthesis of learning, and use of information and learning resources. The college-wide Curriculum Committee approves or disapproves all newly-created and revised courses and programs. The Matriculation Office reviews prerequisites and verifies that they conform to State regulations. Telecourses are currently the major source of distance learning offerings and may be used to satisfy 75% of general education requirements. The College is considering the viability of offering an associate degree via distance learning. Further analysis is required to more effectively integrate educational technology into the curriculum and to initiate more courses and student services online.

The associate degree graduation requirements support a basic philosophy of providing students with the opportunity to learn in varying disciplines, including the humanities, social and behavioral sciences, natural sciences, multicultural programs, English, and mathematics. Students must demonstrate competence in oral and written communication, scientific and quantitative reasoning, and critical analysis to meet these requirements. There is concern about the low level of the mathematics competency requirement, given the changing high school standards. In addition, an information competency graduation requirement is being explored.

The curriculum evaluation process continues to be rigorous. During Program Review, departments evaluate offerings to update course outlines and prerequisites, to revise or delete obsolete courses, and to propose new offerings. The format for noncredit course outlines has been revised to be consistent with credit courses and to make BANNER use more efficient.

Discussion has begun at the College regarding the possibility of offering ESL courses and an AA degree program in China under the aegis of the Office of Contract Education. This plan, still in the proposal stage, suggests that these courses be offered in or near Beijing. The College monitors all Contract Education offerings abroad for compliance with Commission policies.

Standard Five: Student Support and Development

The College provides a full range of student support and development programs for students taking courses at the Phelan Campus, and a partial range of services for students taking courses at the other campuses. The catalog, class schedule and Website are the primary sources used by students and the community for information about educational programs, admissions, registration, student rights, and other college policies and procedures. The Office of Admissions and Records is working to provide concise instructions for credit and noncredit admissions procedures, and has instituted a touch-tone registration system to ease the enrollment process. Student records are maintained permanently, securely, and confidentially at an off-campus facility which is fire-proof and earthquake-safe.

The Matriculation process is monitored to ensure that students are placed into credit mathematics, English, and ESL courses at an appropriate level. Ongoing research is being conducted to determine the degree of student compliance with placement recommendations, and to examine the performance of students who follow these recommendations, as well as that of

those who do not follow them. In addition, research has been conducted to determine why some students go through the placement testing process, but fail to enroll in any classes. When examined by demographic variables, these issues raise questions of disproportionate impact and testing bias, affecting the validity of the testing process. The College is also conducting an ongoing investigation into these questions.

As a result of Program Review, both the Financial Aid Office and General Counseling were placed on watch status. Student dissatisfaction with the Financial Aid Office has been noted, and in response, it is upgrading its technology, moving to a more convenient location, and requiring staff to participate in additional customer service training. Moreover, the College contracted with the National Association of Student Financial Aid Administrators for a "Standards of Excellence Review Program" which identified a number of specific program improvements.

Students feel the quality of counseling varies according to program review surveys. To address this issue, Counseling has developed a computerized appointment system to better serve students and to document counselors workload. As soon as the Counseling Department submits a six-year plan to the Program Review Committee, its status will be changed from watch to continue. The Office of Research and Planning is working with both units to develop an ongoing student satisfaction survey.

The College supports an Inter-Club Council, comprised of over sixty student clubs, that fosters intellectual, ethical, and personal development, and encourages personal and civic responsibility. The Associated Students have initiated student forums and composed position papers when they felt that the College had been unresponsive to their needs. Students rank faculty as one of the College's greatest assets in terms of respect toward students, helpfulness, availability, and commitment to teaching. There continues to be a need to develop a comprehensive student services plan. In Spring '99, the Board approved a reorganization in which all counseling services, Financial Aid, and Admissions and Records will be overseen by the Vice Chancellor of Student Development.

Standard Six: Information and Learning Resources

The College's information and learning resources are provided by three units. They are the Library and Learning Resources (LLR), Broadcast Media Services (BMS), and the open access computer laboratories supported by Information Technology Services (ITS). The 1995 move to the new Rosenberg facility on the Phelan campus, the installation of a Novell network within the new building, and a State collections improvement grant have profoundly impacted programs, services, collections, and curricular offerings of the LLR units. The Library's ability to make available a variety of electronic resources and databases to all of the campus libraries has greatly improved curricula support and students' access to information resources. The development of LLR units Web pages and access to licensed databases have extended access to the College community from off-campus. Physical access to learning resources has been significantly improved by the implementation of an inter-campus materials loan and delivery service. LLR units report an insufficient funding level for the on-going support of collections and database subscriptions. An important challenge for the near future is the need to provide access and core services to the networked information resources and the other learning resources to the campuses without libraries.

BMS, AV, the Language Laboratory and the Media Center provide essential audio and video-related services and equipment to support instructional programs at the College. The Phelan campus has five open access computer laboratories with 277 computers providing students with access to e-mail, the Internet, and various software applications. The other campuses have laboratories with a total of 941 computers available for students enrolled in specific academic and vocational programs. There is increased demand across the district for more open access computer laboratories for students and electronic classrooms equipped to fully integrate educational technology into teaching. Obstacles to meeting this need include lack of facilities and equipment and the lack of sufficient technical support personnel.

Standard Seven: Faculty and Staff

The College takes pride in the diversity of its faculty and staff. Consistent with its mission, the College recognizes the significant educational role played by a diverse faculty and staff. Professional Development Days, with innovative and inspiring themes and workshops, have contributed to positive changes in employee morale and work-related skills. The College has instituted formal training in hiring and affirmative action practices and provides workshops for evaluators and mentors.

Generally, the College has sufficient, qualified faculty and staff to support its educational programs and services. The percent of instruction taught by full-time faculty throughout the College meets the State requirements; however, in some individual departments, there may be more part-time faculty. Some departments require higher than the State minimum qualifications for their faculty. Classified staff qualifications are set forth by Civil Service rules. BANNER has improved the workflow for collecting, processing, and reporting personnel data.

After lengthy contract negotiations, the faculty and classified staff unions and the District have successfully resolved their contract disputes and have developed a formula for future wage negotiations. Both sides are working to streamline the bargaining process and make a serious commitment to reach agreement on a new contract before the expiration of the previous one.

Standard Eight: Physical Resources

The College owns or leases nine campuses and over one hundred sites throughout the City for its educational and administrative needs. The Library and Learning Resource Center was completed in 1995 with a seating capacity of 1,788 and a print collection of 111,505 holdings. The five-story building is equipped with computer, foreign language, and reading and writing laboratories, multimedia rooms, and a media center. Also completed were a state-of-the-art, all weather track and field with new bleachers and a stadium press-box. The College is proceeding with the development of two new campus buildings, one for the Mission Campus and one for Chinatown/North Beach.

The two key offices that support physical resources are Buildings and Grounds and Facilities Planning and Construction. Maintenance and operation of physical facilities, public safety, duplicating, and mail services are supervised by the Office of Buildings and Grounds. This staff supports the learning environment by making every attempt to perform their duties without interference in everyday instruction. Facilities Planning and Construction oversees all new construction and renovations. The Office's staff is small, and its workload will increase when the \$50M bond projects begin. Many of the District's buildings, such as the gymnasiums and the

thirty-year-old bungalows, are in need of repair or replacement. Plans for the replacement of these facilities, as well as repairs needed at the other campuses, are included in the Five-Year Capital Outlay Plan and on the Scheduled Maintenance List. Computer laboratories are overcrowded and faculty office space is insufficient. Additionally, many campuses have traffic and parking problems. Liaison work with the public transportation authority and the Department of Public Works is needed to find solutions to these problems.

A district-wide equipment inventory system has been completed. Only Library and Learning Resources and the instructional computing laboratories equipment inventories remain outside of BANNER. In addition, the Works of Art Committee has inventoried the College's art collection.

Standard Nine: Financial Resources

The District expects to be in a favorable revenue situation for the next few years and was removed from the State's Watch List in 1998. The District's organizational structure provides seven levels of financial oversight. At the end of the 97-98 fiscal year, the District had a \$6.8M fund balance. The 98-99 budget is balanced. The District plans to meet financial emergencies with the reserve fund. The risk management monitoring and training are consistently reviewed and, in 97-98, there was a \$250,000 reduction in worker's compensation costs for the District.

The Planning and Budgeting Council recommends institutional guidelines and processes for budgeting using BANNER. The District is managing increasingly complex grant programs, and with the reorganization of grant accounting staff and in-house payroll production, some accounting efficiency has been achieved. The faculty and classified unions' contracts have provided a formula for determining wage increases based on changes in the District's annual revenues. This formula provides predictability in the budgeting process. The \$3.6M Partnership for Excellence fund will also provide additional financial support for increasing student programs and services.

Standard Ten: Governance and Administration

The Board of Trustees holds open, monthly meetings to set policy, to ensure the quality of the educational programs, and to approve fiscal matters. The Academic Senate, the Department Chairpersons' Council, and the union representatives also report their concerns and activities at these meetings. The Board of Trustees has gained a greater understanding of the distinction between appropriate policy-making and inappropriate micromanagement.

The Chancellor provides effective leadership by helping to define goals, plans, priorities, and the budget of the institution. Under his leadership, the College has been reorganized into four administrative divisions: the Office of the Chancellor; Administration and Finance; Academic Affairs; and Student Development. Forty-five administrators and fifty-eight department chairpersons with contractually-delegated administrative responsibilities also provide leadership, and, along with other College leaders, share information on current issues and concerns with the Chancellor at College Council meetings. The Chancellor is evaluated annually by the Board based on the achievement of his stated goals and objectives.

The shared governance policy defines the structure of the process as well as the roles, rights, and responsibilities of the faculty, the administrators, the classified staff, the students, and the Chancellor. Faculty and administrators serve on all shared governance committees. Since 1992, all faculty members belong to one Academic Senate, and its Executive Council appoints

faculty representatives to all shared governance committees, task forces, administrative hiring committees, and ad hoc committees. In general, shared governance committees work effectively and harmoniously. Classified staff are involved and valued participants in shared governance; however, they express difficulty in finding the time to serve on committees because of workload and scheduling conflicts. The College encourages students to participate on shared governance committees, and, if they do, they are paid \$20 per meeting. Still, student committee meeting attendance is sporadic because of inadequate communication, demands of course work, and personal matters.

Organization for Accreditation 2000

Planning for the Self Study began during the Spring 1998 semester under the leadership of the Accreditation Liaison Officer and the Academic Senate President. The Chancellor appointed the faculty member nominated by the Academic Senate to be the Accreditation Coordinator for the study. Committees were formed to respond to each standard, and a Steering Committee was created and assigned to oversee the process.

In April '98, a survey was distributed through City Currents to all faculty and staff inviting them to participate in the process. Over 150 administrators, faculty, and staff volunteered. The Associated Students organized student participation. As part of the April '98 Academic Senate meeting, the Chancellor announced the beginning of the self-study process and thanked the volunteers for their participation. Committee chairpersons were chosen and meeting schedules were established for the Fall '98 semester.

A new Chancellor was appointed in Fall '98. In his opening address he spoke about the importance of the self-study process and urged that it become more than a study and result in significant improvements that might otherwise be neglected. He pledged his support and involvement.

The Steering Committee consists of three senior administrators, the Department Chairpersons' Council liaison, the Academic Senate president, the Classified Senate president, the Associated Students president, the Student Trustee of the Board, all standard committees' chairpersons, the Accreditation Liaison Officer, the Accreditation Coordinator, and the Accreditation Management Assistant first met in September '98. The committees began meeting in August 1998 to review their standard and make work assignments. All committee chairpersons and self-study coordinators attended the WASC workshop, held in September 98 at DeAnza College in San Jose, and all of the information was shared with the committee members.

The Chancellor attended the Steering Committee meetings as often as possible and supported the self-study process consistently. The first drafts were completed in January '99 and reviewed by the Steering Committee. Comments and corrections were referred to the standard committees to be included in the second drafts of their reports. A faculty member serving as an editor joined the Accreditation Team in March '99 and began a review of the documentation. The committees' second drafts were completed in April '99 and given to the editor to prepare for publication and for review by the entire college community.

The Self Study was featured during the August 19, 1999 Staff Development Day. Following a general introduction by the coordinator and the Chancellor in the Diego Rivera Theater, there were two break-out sessions highlighting each standard, facilitated by the chairpersons of the respective standard. The entire group was then reconvened in the theater where the chairs of each standard reported on the suggestions offered in their sessions.

This draft of the Self Study was then distributed to the college community at large on August 24, 1999 for further review and input. The Steering Committee considered the additional recommendations during September and early October. The Accreditation team made the final adjustments during the latter part of October and forwarded this final draft to the Chancellor who, in turn, forwarded it to the Board. The Board approved the final report at their November 18, 1999 meeting. The report was then formatted by the graphic artist and sent to press. The report was distributed to the WASC team and all College constituencies on January 2, 2000.

Accreditation Timeline

Fall 1998

1. Steering Committee organizational meeting and WASC Training Workshop.
2. Standard Committees prepare first draft.
3. Steering Committee reviews first drafts.
4. 1994 Major Recommendations first draft responses prepared and reviewed by the Steering Committee.

Spring 1999

1. Standard Committees prepare responses to 1994 Minor Recommendations.
2. Steering Committee reviews responses to 1994 Minor Recommendations.
3. Standard Committees submit second drafts.
4. Steering Committee reviews second drafts.
5. Introductory section prepared, including history, demographic presentation, graphs/charts, and standard summaries.
6. Standard Committees submit final drafts.

Summer 1999

1. Final Standard Committee drafts edited.
2. Introductory section to the Self Study reviewed and completed.
3. Final draft submitted to printer.

Fall 1999

1. Self Study featured during Fall Flex Day activities.
2. Final draft distributed to College community.
3. Steering Committee reviews and incorporates community input.
4. Signature page completed.
5. Final document submitted for printing.
6. Mailing list completed.

Spring 2000

1. Self Study mailed to WASC team.
2. Self Study distributed to community.
3. Team Visit, February 22 - 24.

Fall 2000

1. WASC report received and distributed
2. Implementation of WASC recommendations commence

Steering Committee

Darlene Alioto	President of the Department Chairpersons' Council
Ray Berard	President of the Academic Senate
Scott Brown	Student Trustee of the Board 98/99
Barbara Cabral	Self Study Coordinator
James Cagnacci	Self Study Coordinator, Emeritus S98 - F99
Frank Chong	Dean of Student Affairs
Lauri Fried-Lee	Faculty member, ESL, and Editor of the Self Study Report
Robert Gabriner	Director of Research, Planning and Grants
Christine Gaddi	President of the Associated Students, 98/99
Steven Glick	Dean of the School of Business and Downtown Campus
Peter Goldstein	Vice Chancellor of Finance and Administration
Karen Grant	Accreditation Management Assistant
Bonnie Gratch	Faculty member, Library and Learning Resources
Jacquelyn Green	Department Chairperson of Foreign Languages
Sandra Handler	Accreditation Liaison Officer
Nicholas Hovland	Associate Director of Human Resources
Rita Jones	Dean of Library and Learning Resources
James Kendrix	Chief Financial Officer
Suzanne Korey	Department Chairperson of Graphic Communications and Journalism
Frances Lee	Vice Chancellor for Academic Affairs
Susan Lopez	Faculty member, ESL
Martha Lucey	Director of Marketing and Public Information
Jose Maestre	Faculty member, Business
Robert Manlove	Dean of the School of Science and Mathematics
Joan McClain	President of the Classified Senate, 98/99
Madeline Mueller	Department Chairperson of Music
Bharati Narumanchi	Student Trustee of the Board 99/00
Helen Salinas	Classified staff member, School of Applied Science
John Sapienza	Faculty member, English
George Shardlow	Department Chairperson of Behavioral Science
Alice Shvarts	President of the Classified Senate, 99/00
Ellen Wall	Faculty member, English
Frances White	Executive Vice Chancellor, 98/99
Rachel Wood	President of the Associated Students, 99/00

Standards Committees

Standard One

Steven Glick	Administrator, Co-Chair
Susan Lopez	Faculty, Co-Chair
Jennifer Biehn	Administrator
Christine Bunn	Faculty
Steven Kech	Classified
Peter Stiles	Faculty
Joe Thorn	Faculty

Standard Two

Jacquelyn Green	Faculty, Chair
Steven Abensohn	Faculty
Gloria Barcojo	Classified
Frederick Chavaria	Faculty
Jerry Dear	Classified
Sandra Ericson	Faculty
Lawrence Klein	Administrator
Tracey Kobayaski	Faculty
Michael Kushner	Student
Martha Lucey	Administrator
Anita Martinez	Administrator
Marina Ulanovskaya	Student F'98-S'99

Standard Three

Robert Gabriner	Administrator, Chair
Kristen Bartok	Student
Arthur Cherdack	Admin. F'98-S'99
Emmanuel deGuia	Student
Meryl Glass	Faculty
Terrence Hall	Faculty
Pamela Mery	Classified
Jane Sneed	Faculty
Jack Sparks	Faculty
Frederick Teti	Faculty

Standard Four

Suzanne Korey	Faculty, Co-Chair
Robert Manlove	Administrator, Co-Chair
Maria Cheremetteff	Faculty
Carlota del Portillo	Administrator
Cynthia Dewar	Faculty
Linda Grohe	Administrator
Carl Jew	Faculty
Elizabeth King	Faculty
Frances Lee	Administrator
Robert Lutz	Faculty
Phyllis McGuire	Administrator
Tiffany Posey	Student F '98
Lisa Romano	Faculty
Michael Solow	Faculty
Roderick Thompson	Faculty
Margarite Versher	Classified

Standard Five

Frank Chong	Administrator, Co-Chair
John Sapienza	Faculty, Co-Chair
Robert Balestreri	Administrator
Pearl Chen	Faculty
Ann Clark	Faculty
Beverley Cosgrove	Classified
Dorene Cotter	Faculty
Christine Gaddi	Student F'98-S'99
Hasane Gomes	Student
Rita Grove	Classified
Toni Hines	Student
Veronica Hunnicutt	Administrator
MaryLou Leyba	Classified
Eamestine Reagan	Student F'98
Stephen Rico	Faculty
Nadine Rosenthal	Faculty
Rodney Santos	Administrator
Mira Sinco	Administrator
Andrea Speraw	Faculty
Lev Vayngortin	Faculty
Kathleen White	Faculty

Standard Six

Bonnie Gratch	Faculty, Co-Chair
Rita Jones	Admin, Co-Chair F '98-S '99
Joao Barretto	Faculty, Co-Chair F '99
Charles Collins	Administrator
Fumiko Grant	Faculty
Donna Hayes	Faculty
Mamie How	Administrator
Linda Legaspi	Faculty
Martha Lucey	Administrator
Muriel Meunier-Fiebelkom	Faculty
Francine Podenski	Faculty
Stefan Ponck	Classified
Anitra Toliver	Classified
Gary Tom	Administrator

Standard Seven

Nicholas Hovland	Administrator, Co-Chair
Helen Salinas	Classified, Co-Chair
Charlesetta Burks	Student
Rodolfo Carlos	Classified
Jessie Chin	Faculty
Stephanie Duncan	Classified
Joe Estupinian	Faculty
Marco Guardado	Student
Linda Jackson	Administrator
Emily Kwan	Classified
Gary Ling	Faculty
Carmen Marshall	Classified
Wood Massi	Faculty
Ed Murray	Faculty
Leo Paz	Faculty
Clara Starr	Administrator

Standard Eight

Jose Maestre	Faculty, Co-Chair
Ellen Wall	Faculty, Co-Chair
Joanna Arteaga	Student
Julia Bergman	Faculty
Carol Cantwell	Student, F'98
Joy Durighello	Faculty
Beth Ericson	Faculty

Standard Eight (con't)

Don Griffin	Administrator
Sam Harrison	Classified, F '98
Ray Holbert	Faculty
Charles Jackson	Classified
James Keenan	Classified
Joanne Low	Administrator
Robert Manlove	Administrator
Lindy McKnight	Faculty, S'99
Robert Seigel	Faculty
Joyce Taylor	Faculty

Standard Nine

James Kendrix	Admin. S '99-F '99 Co-Chair
Dottie Krzyzanoski	Admin. F '98 Co-Chair
Madeline Mueller	Faculty Co-Chair
Tom Blair	Faculty
Sunny Clark	Faculty
Peter deGroot	Faculty
Vester Lee Flanagan	Administrator
Peter Goldstein	Administrator
Virginia Jew	Classified
Bruce Leung	Faculty
Alice Nakahata	Faculty
Guillermo Romero	Faculty
Lety Santana Sazo	Classified
Judy Teng	Administrator

Standard Ten

George Shardlow	Faculty, Co-Chair
Frances White	Admin., Co-Chair F'98-S'99
Ray Berard	Faculty
Tanya Brown	Classified
Emmanuel deGuia	Student
Attila Gabor	Classified
Linda Grohe	Administrator
Marco Guardao	Student
Kathy Hennig	Classified
Stephen Herman	Administrator
Steven Katz	Student
Ron Lee	Administrator
Rosana Mojica	Student
Glenn Nance	Faculty
Marie Osborne	Faculty
W.J. Pendergast	Student
Sharon Seymour	Faculty

Date		Description		Amount	
1890	Jan 1	Balance		100.00	
	Feb 1	Interest		5.00	
	Mar 1	Interest		5.00	
	Apr 1	Interest		5.00	
	May 1	Interest		5.00	
	Jun 1	Interest		5.00	
	Jul 1	Interest		5.00	
	Aug 1	Interest		5.00	
	Sep 1	Interest		5.00	
	Oct 1	Interest		5.00	
	Nov 1	Interest		5.00	
	Dec 1	Interest		5.00	
1891	Jan 1	Balance		100.00	
	Feb 1	Interest		5.00	
	Mar 1	Interest		5.00	
	Apr 1	Interest		5.00	
	May 1	Interest		5.00	
	Jun 1	Interest		5.00	
	Jul 1	Interest		5.00	
	Aug 1	Interest		5.00	
	Sep 1	Interest		5.00	
	Oct 1	Interest		5.00	
	Nov 1	Interest		5.00	
	Dec 1	Interest		5.00	
1892	Jan 1	Balance		100.00	
	Feb 1	Interest		5.00	
	Mar 1	Interest		5.00	
	Apr 1	Interest		5.00	
	May 1	Interest		5.00	
	Jun 1	Interest		5.00	
	Jul 1	Interest		5.00	
	Aug 1	Interest		5.00	
	Sep 1	Interest		5.00	
	Oct 1	Interest		5.00	
	Nov 1	Interest		5.00	
	Dec 1	Interest		5.00	



CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 18, 1999

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: INFORMATIONAL REPORT
NO ACTION NECESSARY
Sabbatical Leaves – Spring 2000
Academic Employees

BACKGROUND INFORMATION:

The following academic employees have been granted sabbatical leaves for the Spring 2000 semester under the SFCCD/AFT Local 2121 Contract as indicated:

Spring 2000 SABBATICAL AWARDS

ONE SEMESTER

<u>Faculty Member</u>	<u>Department</u>
Grant, Fumiko	Foreign Languages
Jardim, Philip	Biology
Meehan, Joan	English
Redfearn, Germain	Foreign Languages
Roaman, Chester	ESL
Rose, Arthur	Business
Schlesinger, Sandra	English
Verdugo, Diane	Counseling – EOPS

SPLIT 1ST HALF

<u>Faculty Member</u>	<u>Department</u>
Chong-Delon, Patty	Counseling
Foltz, Francine	English
Heredia, Maria L.	Counseling
McClain, Laurene W.	Social Sciences

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Sabbatical Awards F00-SP01 continued

ONE YEAR continued in SP00

<u>Faculty Member</u>	<u>Department</u>
Chung, Catherine	ESL
Costa, Greg	ESL
Haight, Eve	ESL
Killebrew, Ann	Vocational Nursing
Yu, Raymond	Counseling

ONE YEAR SP00 – F00

<u>Faculty Member</u>	<u>Department</u>
Dewar, Cynthia	English/Speech
Katz, Jonathan	Gay, Lesbian & Bisexual Studies
Wang, Alicia	ESL
Wille, Patrick	Hotel & Restaurant

SPLIT 2ND HALF

<u>Faculty Member</u>	<u>Department</u>
Aho, Patricia	ESL
Fracchia, Charles	Library/Learning Resources
Gonzalez, Ronald	Architecture
Tsao, Chi-Wing	Chemistry
Webb, Nancy	CIS

Total Spring 2000 Sabbatical Awards: 26

FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on contracts under \$50,000, Office of Contract Education,
City College of San Francisco, November 1999

This report is for information only on contracts that the Office of Contract Education negotiated or amended under \$50,000 for the month of November 1999.

- San Francisco Juvenile Probation Department (SFJPD) – Contract total \$7,500, term October 22, 1999 to December 31, 1999, for 50 hours of custodial skills upgrade training.
- San Francisco Department of Public Transportation (DPT) – Contract total \$1,100, term October 30, 1999 to October 30, 1999, for providing an 8-hour Custodial Assistant Supervisor Test Preparation class.



HUMAN RESOURCES DEPARTMENT

33 GOUGH STREET • SAN FRANCISCO, CA 94103 • FACULTY/ADMINISTRATORS 415. 241.2246
CLASSIFIED • 415. 241.2252 • FAX. 415. 241.2335

INFORMATION REPORT
NO ACTION NECESSARY

DATE: 11/18/99

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Chancellor's Report -
Academic Employees
Acceptance of Resignation and/or
Resignation with the Intent to Retire
(991118 - RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

Resignation from the District Service with the Intent to Retire

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Biles, Betty J.	Full-Time	Health Care Tech.	JAD	05/28/98

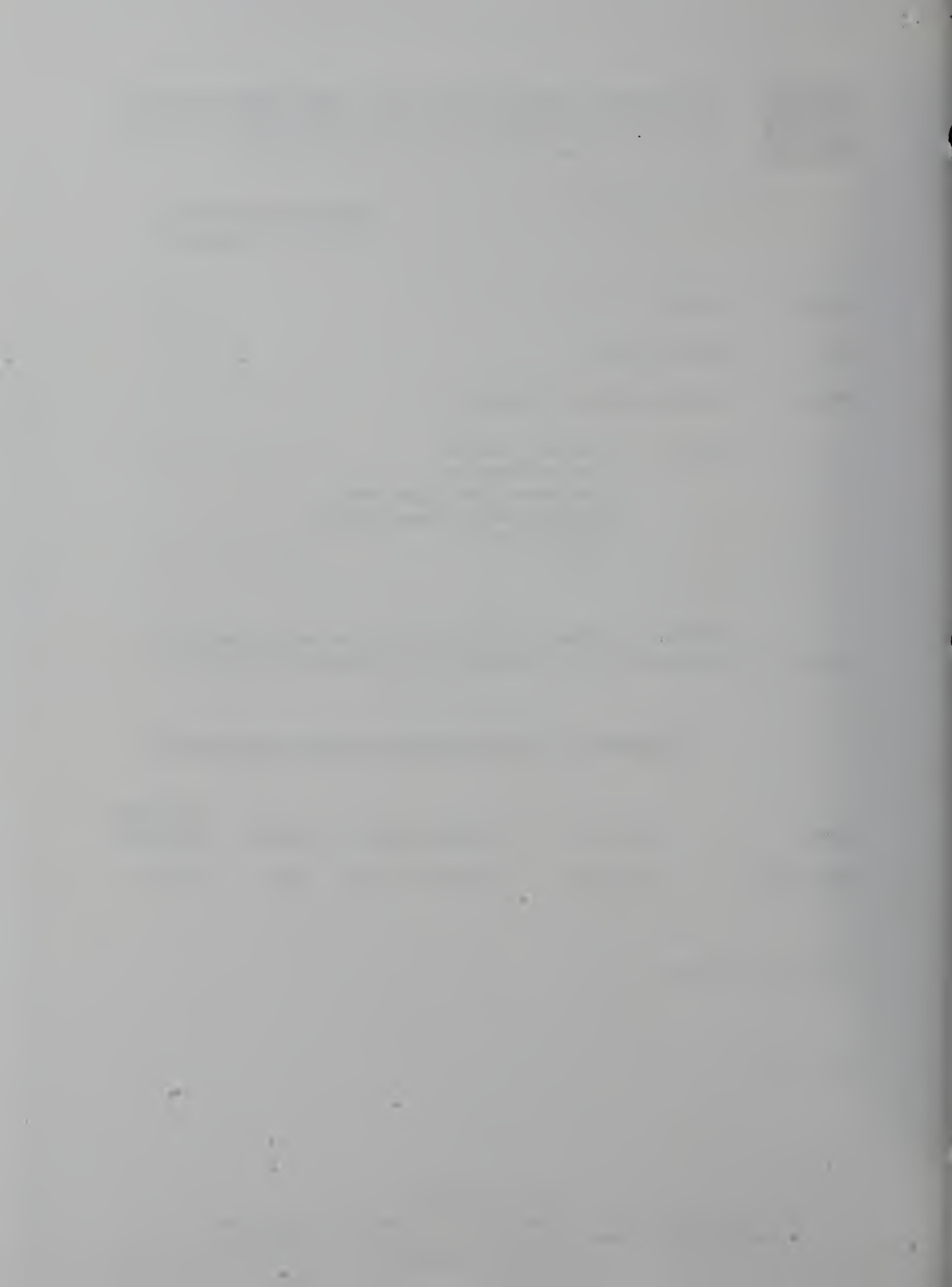
Nick Hovland, Originator

Page 1 of 1

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CHANCELLOR'S REPORT

DOCUMENTS DEPT.

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♦ **Chancellor's Monthly Report - November**

Attachments include:

- **Computer Information System Policy Council**
- **Funding Formula Task Force Information**
- **Copy of board of Governor's 2000-2001 Budget Request**
- **Analysis on Proposition G – Sunshine Ordinance Amendment**
- **College Board Report Executive Summary: *"Reaching the Top:***

A Report of the National Task Force on Minority High

Achievement"

CHANCELLOR'S

REPORT

Presented to the

Senate of the

University of

California

for the year ending June 30, 1961

By the Chancellor

W. L. KILPATRICK, Jr.

Chancellor, University of California

San Francisco, California

Printed by the University of California Press

San Francisco, California

1961



OFFICE OF THE CHANCELLOR

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3303 • FAX 415. 239.3918

MEMORANDUM

DATE: November 10, 1999

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr. 
Chancellor

SUBJECT: Chancellor's Report – November

It's still very early in the month and (it seems) only a short time ago that I was writing my Chancellor's Report for October. Given the earlier meeting time for our November meeting, this report will include the activities I've been involved in to date, as well as those which are scheduled for the remainder of the month.

On the homefront, I hosted a meeting with the Chairperson of the Self-Study Visitation/Evaluation Team, Dr. Thomas Fallo, President of El Camino College. The purpose of his visit was to review the schedule for the accreditation on-site visit and the logistics associated with same. I met with him directly and then asked the leadership of the self-study team; Dean Sandra Handler, Professor Barbara Cabral and Karen Grant, to meet with us to discuss the visit and schedule. The entire team will be conducting their on-site review on February 22 - 24. During that time, we will need to schedule a specific time frame for the team leaders to meet with the Board of Trustees. I'd appreciate it if you would keep a flexible schedule during these days. Over the next several weeks, we will be putting together a more definitive schedule for their visit and I will try to pin down the special meeting session for the Board. Two things we do know...there will be a welcoming breakfast/orientation meeting on the first day of the visit (February 22 at 8:00a.m.); and, there will be a mandatory Exit Conference on the last day of their visit (usually at mid-day). You should plan on being present for both of these sessions. What happens between those time frames is still very much up in the air but we're working with Dr. Fallo and his team on the details.

I met with the College Advisory Council and reviewed the work that has been done by staff to "reinvent" our Computer Information Policy Committee. The purpose of this shared governance group would be to oversee all developments and plans related to computing and telecommunication activity including both administrative and academic computing. Dr. Crews has worked directly with the Technology Roundtable and the Academic Senate to re-establish this important planning group and to work out the details. All parties have officially "signed-off" and the College Advisory Council unanimously supported the recommendation. The first order of

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DR. PHILIP R. DAY, JR., CHANCELLOR

business for this group will be to assess the old CCSF Computer Usage Policy, which has been around for several years but was never officially approved by the Board as a stand alone policy. In point of fact, everyone has agreed that the policy statement needs to be revisited because it is not current, nor does it reflect some of the issues/challenges we face in the future. For example, the policy is silent on the issue of networks, internet/web access, and links and we need to have policies and procedures related to these important areas. A copy of the new framework for the Information Technology Policy Committee is attached for your information.

Initial discussions have taken place between the Unified School District and City College regarding the Joint Meeting of our respective Boards (Educational Roundtable Resolution proposed by Trustee Mayo). We have scheduled a meeting of the senior staff (Superintendent and Chancellor included) for December 13th to talk specifically about potential areas that could be targeted for discussion. I'm hopeful that a bit of time could be set aside during our upcoming Planning Retreat to discuss this topic and to identify potential and key areas of interest that our Board members would like to discuss with the Unified School District Board. I am hopeful that our joint meeting can be held during the month of March or April, which gives us time to plan appropriately for the meeting.

At the state level, I did attend the Board of Governor's two-day meeting in Modesto at Modesto Junior College. The principal reason for my attendance was to present to the Board's Finance Committee the proposal for Non-Credit Equity Funding, which I authored. I have included a copy of some additional briefing information which I provided to Trustee Varni, who I worked with over this past week-end, in an effort to try and influence the Chair of the Finance Committee, Mr. Vishwas More from the East Bay. Mr. Varni has a relationship with Mr. More and we were trying to give him our "side of the story" in recognition and appreciation of the fact that the Chancellor's Office staff would be having ample time and access to influence him on the system's position on the matter. My memo to Mr. Varni and the attachments are provided to you and they speak for themselves.

Our proposal sparked considerable debate and as expected, both Chancellor Nussbaum and Vice Chancellor Lenz spoke against our recommended approach. Our proposal received the support and testimony (to that effect) from the Statewide Academic Senate, the California AFT, the Statewide Student Government Association, Part-time Faculty Association, Career Employees Association, and selected institutions involved in the non-credit arena. Only two people testified against it. It was also strongly endorsed by the Funding Formula Task Force, which was created by the Chancellor (at the urging of the Legislative AB734 and signed into law by the Governor) to advise him on how best to address the issue of the existing inequities in the program standards funding formula; credit equalization issues; and non-credit instructional rates.

The conflict between the overwhelming expressed support for our proposal and the Chancellor's and Vice-Chancellor's position on the matter, was a troublesome issue for the Finance Committee and the entire Board. In fact, and because of the intense debate, the Finance Committee failed to take any action on the item and deferred to the entire Board the following day.

It became clear that the Board did not want to challenge or undercut the Chancellor on this critical issue. At the same time, and in the face of compelling arguments and evidence in support of some form of non-credit funding equity adjustment, they did not want to take the position of voting against a proposal for non-credit funding. Instead, they instructed the Vice-Chancellor to work directly with the Funding Formula Task Force and prepare a proposal on non-credit equity funding that could be included in the Board of Governor's Budget Request, in time for the May Revised budget submittal. Unfortunately, a new plan will not be developed in time for inclusion in this current draft of the Board of Governor's Budget Request, which will be submitted to the Governor in the very near future. At my request, they agreed to modify the budget document to underscore the fact that the efforts of the Funding Formula Task Force were still underway and it was expected that a proposal on non-credit equity funding would be forthcoming in the near future. Secondly, they unanimously agreed that the Chancellor's recommended rationale and approach to solving the non-credit equity problem (i.e., using the Partnership for Excellence funds to increase non-credit funding levels) would not go forward and instead, would be replaced by the new approach to be forthcoming from the Funding Formula Task Force (of which I am a member). The PFE request will still go forward but it will be presented in such a way that it will not suggest that those dollars solve the non-credit funding dilemma.

So, we didn't quite get the victory we wanted but the request for non-credit equalization has now been legitimized and given credibility by the Board of Governors. They want something to be included in the budget request for FY2000-2001. What form it takes, how equitable it is, and the total funding involved, is "up for grabs" but we are in a very strong position to influence the outcome.

A copy of the latest draft of the Board of Governor's Budget Request (which will be amended, per my earlier discussion) is attached for your information.

With these modifications and others that are expected, we intended to support the request and work for its passage. I do not intend to support the items related to Equalization (\$15M – Credit only) until such time as the non-credit issue has been addressed. Other outstanding issues still being worked on at the state level include:

- a) A special \$50M request to support faculty and staff salary and position enhancement. How these funds are earmarked and the strings attached are uncertain at this point but I think we should be supportive. The current request for COLA PLUS ONE does not accommodate contractual obligation so any additional flexibility our district gets from this approach will be helpful.
- b) \$155M for Partnership for Excellence and how many strings are put on that request, e.g., special set-aside for full-time and part-time faculty; required sign-off by Academic Senate, etc., is problematic at this point. Currently, we get our allocation in a lump sum and the local district decides what to do with it. This gives us the flexibility and the authority to respond to our local district's needs rather than having the funds earmarked for specific purposes.

In the Capital Budget Request, as expected, no funds were earmarked for the San Francisco Community College district. I have advised the Chancellor's Office and specifically, the Vice-Chancellor, that our district will work directly with our legislative delegation to remedy this problem. Specifically, we will be requesting our delegation to support the following through Member Request:

Preliminary Plans for Chinatown/North Beach	\$1,263,550
Working Drawing Funds for Mission	\$1,174,000
Preliminary Planning for Health and Safety	<u>\$ 829,247</u>
Gym/P.E. Bldg.	

TOTAL REQUEST	\$3,266,797
----------------------	--------------------

I don't believe that this is an unrealistic request, particularly when you take into account our needs, size, demand for services, and current status of our facilities. Whether we will be successful or not is another question but I believe we should work towards this objective.

I had hoped to provide the Board with a final and more complete "**Legislative Action Plan for 2000-2001**" but because of the intense effort associated with our work on the non-credit funding issue, we just haven't had the time to finish this task; package it; and get it to you for your approval.

Trustee Mayo has specifically requested that we review Proposition G – Sunshine Ordinance Amendment and determine its applicability to the district. Ron Lee's analysis is that it **does not** apply to SFCCD. A copy of the ordinance and Ron's analysis is attached.

A copy of the Executive Summary of the recent report published by the College Board through the National Task Force on Minority High Achievement is included in my report for information purposes. I believe it underscores the relevance of our HBCU transfer initiative.

Other activities that I have been involved with this month include the following:

- 1) Attended the AACC Board of Directors Fall Meeting in Washington D.C.
- 2) Met with Dr. Tom Fallo, president of El Camino College and head of the Self-Study for Accreditation process. CCSF Self-Study co-directors also met with us to discuss logistics for the February site visit.
- 3) Participated in a conference call with Funding Formula Task Force members to discuss issues on Noncredit Funding.
- 4) Chaired the meeting of the College Advisory Council and discussed a number of College issues and plans.

- 5) Met with Nick Chang, Frances Lee, Anita Martinez, and others on how to resolve difficulties experienced by students in obtaining proper identification required for GED Testing.
- 6) Met with Bill Liskamm, CCSF consulting architect, to discuss follow-up plans for the Balboa, Ingleside, and Ocean Avenue projects.
- 7) Met with Dr. Joseph Hayden, publisher and editor of *Educational Pathways* magazine regarding the possibility of featuring City College in their next issue.
- 8) Met with Judy Teng regarding Peking delegation reception and to talk about follow-up activities related to China project.
- 9) Attended (with spouse), annual tenure party hosted by Trustee Varni and his wife, Sharon, for the purpose of welcoming newly tenured faculty.
- 10) Attended Board of Governors Meeting at Modesto Junior College, where a number of community college CEOs, including me, went head-to-head with the State Chancellor's Office and Board regarding multiple issues on Noncredit Funding and the State budget.
- 11) Met with Gary Tom to review the status of our Basic Adult Education grants.
- 14) Met with Frank Chong and consultant regarding the status of the Middle College project.
- 15) Met with Dr. Henry Augustine to discuss plans for the HBCU program.
- 16) Met with Academic Senate President to review the Vice Chancellor of Finance and Administration's evaluation.
- 17) Met with Gabriella Schultz and other Transitional Studies Department staff to discuss Revitalization Plan.
- 19) Hosted reception for Buildings and Grounds/Custodial Staff at Phelan Campus Cafeteria to congratulate the more than 80 employees who have really worked hard to improve grounds at all of our campuses.
- 20) Attended the National Assessment of Vocational Education (NAVE) Independent Advisory Panel Meeting in Washington.
- 21) Met with members of the Cabinet.
- 22) Met with Academic Senate Executive Committee.
- 23) Met with Alice Shvarts, President, Classified Senate, to discuss current issues and concerns of her constituency.

- 24) Attended special Board Retreat.
- 25) Met with committee members to review Vice Chancellor of Academic Affairs' evaluation.
- 26) Attended special sessions of the 1999 Community College League of California Annual Convention at the SF Airport Marriot.
- 26) Hosted and conducted meeting of the College Council to review status of current City College projects and plans.
- 27) Gave joint presentation on Listening Session with Bob Gabriner at the Community College League's Annual Convention at the San Francisco Airport Marriott.
- 28) Met with Planning and Budgeting Committee members.
- 29) Met with Chair of Board's Personnel Committee (Trustee Natalie Berg) to review the evaluation of the Vice Chancellor of Administration and Finance.
- 30) Met with Dr. Gerald Amada, who is retiring as physician for our Student Health Services.
- 31) Invited by faculty member Patricia Davie to give a lecture to her class at Cloud Hall.
- 32) Met with leadership of AFT 2121 to discuss current issues and concerns.
- 33) Met with Alliene Lawson to review ideas for the Career Center and discuss directions and plans for the center.
- 34) Met with leadership of SEIU Local 790 to discuss current issues and plans.
- 35) Met with committee members regarding the evaluation of the Director for Research, Planning and Grants.
- 36) Made guest presentation to CCSF Professor Jack Wilde's class, "Perspectives on Disability Rights."
- 37) Attended the annual Faculty Association Party at Pierre Coste for faculty, staff, and newcomers to City College.

If you have any questions on the above items and activity, please call me directly at your earliest convenience. Thanks for your continuing support.

Attachments

PRDJ:jcd

SHARED-GOVERNANCE STRUCTURE INFORMATION TECHNOLOGY SERVICES

In order to coordinate planning, policy development, and implementation among the various components of technology services at CCSF, a committee structure has been developed within the participatory governance structure of the college. Three committees serve to provide this coordination, as summarized and diagrammed below and further defined on the following pages.

Information Technology Policy Committee

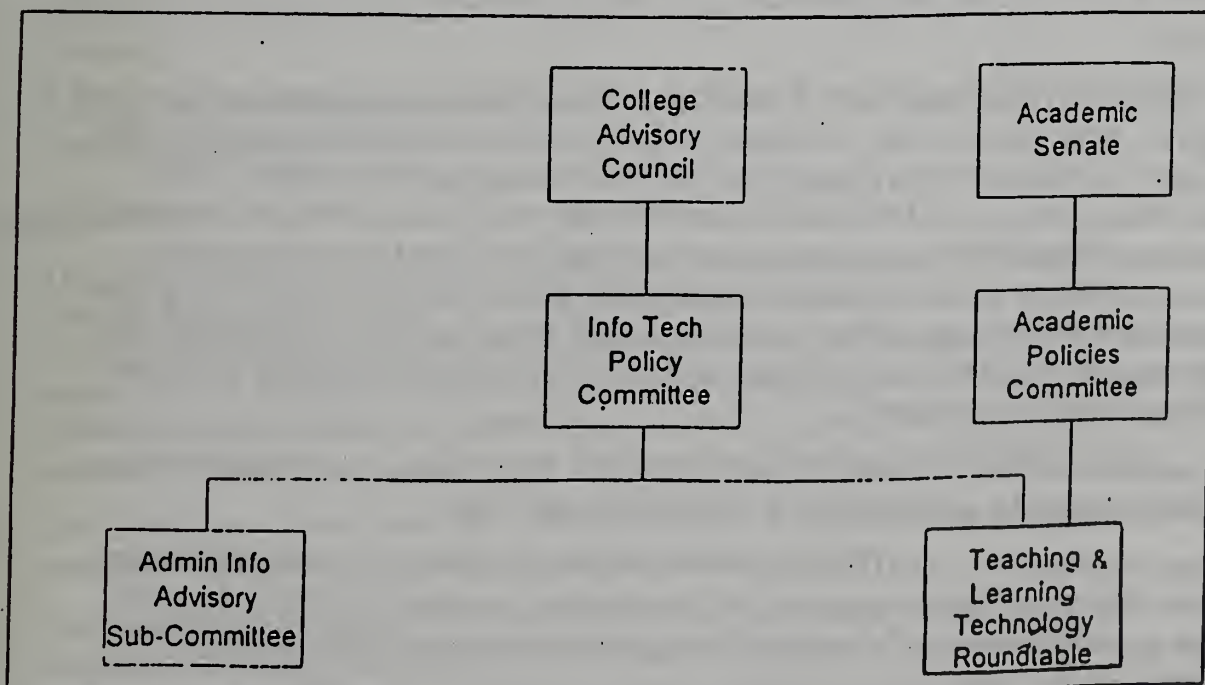
The ITPC is the central planning and policy coordination committee established within the framework of the College Advisory Council and serving as the focal point for administrative and academic technology issues.

Administrative Information Advisory Sub-Committee

The AIAS is the advisory sub-committee for coordination of all issues related to administrative information system. The primary administrative applications for CCSF is the SCT-Banner system, however other administrative applications and reporting tools also fall within the purview of this sub-committee. The sub-committee has a direct reporting relationship to the Information Technology Policy Committee.

Teaching Learning Technology Round Table

The TLTR serves as the educational technology advisory sub-committee with responsibility for coordinating all issues related to academic uses of technology. The committee has a direct reporting relationship to the Information Technology Policy Committee, although academic policy issues are referred to the Academic Policies Committee, under which the TLTR was originally established.



Information Technology Policy Committee

General Description

The Information Technology Policy Committee (ITPC) provides overall planning and policy development for effective and efficient computing and telecommunication services. The Information Technology Policy Committee includes administrative officers, faculty representatives, classified representatives, functional committee chairpersons, students, and other individuals who collectively represent the college interests in computing and telecommunications. The Policy Committee makes recommendations to College Advisory Council chaired by the Chancellor of the College.

Responsibilities

1. To develop overall operational policies and procedures and maintain general documentation for the computing and telecommunications system.
2. To recommend long range master plans and budget plans (capital and operating) for computing and telecommunications, establishing project priorities and timetables.
3. To review and recommend computing and telecommunications requests in annual plans and budgets (capital and operating) for computing and telecommunications.
4. To review and establish priorities among information system development projects, monitor progress, and ensure the successful implementation of projects.
5. To review and recommend standards for hardware, major software, and other equipment acquisitions.
6. To review and recommend organizational structure, staffing, and facilities for computing and telecommunications, including an integrated approach to media support (e.g. TV, VCRs, and multi-functional devices).
7. To assess computing and telecommunications operations and make recommendations to the College Advisory Council and the Chancellor.

Composition

1. The Information Technology Policy Committee consists of the following members appointed through the CCSF participatory governance system: three administrators appointed by the Chancellor for two year terms (usually the three Vice Chancellors for Academic Affairs, Student Development, and Administration and Finance); three faculty members appointed by the Academic Senate for two year terms (preferably one department chairperson, one representative of the Teaching Learning Round Table, and the faculty representative to the Administrative Information Advisory Sub-Committee); three members of the classified staff appointed by the SEIU for two year terms; and one student member appointed by student government for a one year term.
2. The Chairperson of the Committee is elected annually. The Chairperson schedules meetings, establishes the agenda, and provides leadership for the meetings.
3. The Resource Person for the ITPC is the Director of the Office of Information Technology Services. This person provides support for the committee, maintains minutes and records, manages communications with the committee, prepares reports, and coordinates follow-up activities.

Administrative Information Advisory Sub-Committee

General Description

The Administrative Information Advisory Sub-Committee (formerly the Banner Advisory Group) is organized to guide the development and implementation of data processing activities to meet the needs of the college for administrative information services. The services areas include: student records, course records, financial records, financial aid records, personnel and human resource records, facilities management, MIS support, and related areas. The Administrative Information Advisory Sub-Committee makes recommendations to the Information Technology Policy Committee.

Responsibilities

1. To develop and recommend to the Information Technology Policy Committee policies and procedures for administrative computing, including the management of college integrated databases and related policies and procedures.
2. To promote understanding, cooperation, and assistance among all departments and personnel engaged in administrative computing applications.
3. To review and ensure adequate documentation of programs and applications in the area of administrative database management.
4. To develop and implement training programs to meet the needs of personnel engaged in administrative computing applications.
5. To help organize project teams to develop and implement specific applications as needed (e.g. Student Records or Financial Records Project Team) and encourage the formation of user groups to provide mutual support for users of the system.
6. To identify the short-term and long-term needs for administrative computing services, including campus connectivity, hardware, software, systems, applications, procedures, and training, develop plans, and to make recommendations to the Information Technology Policy Committee.
7. To prepare and deliver reports on progress and problems for the review of the Information Technology Policy Committee.

Composition

1. The Administration Information Advisory Sub-Committee consists of the following members: the eight core group managers for the Banner System, who serve by virtue of their administrative positions in the respective functional areas: credit student records, non-credit student records, course records, financial aid records, financial records, payroll and human resources records, institutional research/reports; and four faculty members appointed by the Academic Senate for a two year term (a department chairperson or key Banner user).
2. The Chairperson of the Committee is elected annually. The Chairperson schedules meetings, establishes the agenda, and provides leadership for the meetings.
3. The Resource Person for the AIAS is the Director of Administrative Information Services. This person provides support for the sub-committee, maintains minutes and records, manages communications with the sub-committee, prepares reports, and coordinates follow-up activities.

Teaching Learning Technology Round Table

General Description

The Teaching Learning Technology Round Table is the educational technology advisory sub-committee and is organized to guide the development and implementation of technology activities to meet the needs of the college for instructional computing and educational telecommunications services. The service areas include: educational telecommunications programs, technology applications for curricula and courses, laboratory support, distance learning, instructor development, and related areas. The Teaching Learning Technology Round Table makes recommendations to the Information Technology Policy Committee and to the Academic Policies Committee.

Responsibilities

1. To identify the short-term and long-term needs for educational technology, including on-campus and distance learning activities, faculty and program technology development, student access, and technology resources, and make recommendations to the Information Technology Policy Committee, and the Academic Policies Committee where appropriate.
2. To review and ensure the adequacy and currency of facilities, software, hardware, and support systems dedicated to educational technology.
3. To develop and recommend to the Information Technology Policy Committee and the Academic Policies Committee, where appropriate, policies and procedures for educational technology.
4. To promote understanding, cooperation, and assistance among faculty and students engaged in the use of technology.
5. To develop and implement training programs to meet the needs of personnel engaged in the use of technology.
6. To help organize project teams to develop and implement major new initiatives.
7. To prepare and deliver reports on progress and problems for the review of the Information Technology Policy Committee.

Composition

1. The Teaching Learning Round Table consists of the following 22 members representing 10 faculty, 4 classified staff, 4 administrators, and 4 students.
2. The Chairperson of the Committee is elected annually. The Chairperson schedules meetings, establishes the agenda, and provides leadership for the meetings.
3. The Resource Person for the TLTR is the Director of the Office of Educational Technology. This person provides support for the committee, maintains minutes and records, manages communications with the committee, prepares reports, and coordinates follow-up activities.



OFFICE OF THE CHANCELLOR

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3303 • FAX 415. 239.3918

MEMORANDUM

DATE: November 5, 1999

TO: Mr. Bob Varni

FROM: Dr. Philip R. Day, Jr. 
Chancellor

SUBJECT: Funding Formula Task Force

Yesterday, shortly before I talked with you, the Chancellor's Office specifically, (Vice-Chancellor for Finance - Mr. Patrick Lenz) conducted a telephone conference call to discuss and review my proposal for Non-Credit Equalization Funding. This conference call was conducted at the urging of both the statewide Consultation Council (a statewide advisory group of the Chancellor's which includes representatives of faculty, administrators, staff, CEO's, students, etc.) and the Executive Board of the Chief Executive Officers of the California Community Colleges (CEOCCC). The latter groups met on Oct. 20-21 and Vice-Chancellor Lenz, in anticipation of a negative vote on our proposal, brought the non-credit equity plan directly to these meetings effectively by-passing the Funding Formula Task Force. Both groups (much to his chagrin) endorsed the proposed equity funding plan but urged the Chancellor to bring the proposal back to the Funding Formula Task Force for their final sign-off.

The Task Force was established by the Chancellor with the endorsement of the Consultation Council and full support of the Board of Governors at the urging of the Legislative. The latter has been seemingly very frustrated by the lack of consensus on the issue of how to address two main funding/equity issues, i.e., problems with the credit based formula that has failed to close the gap in funding differences between institutions; and, the significant differences in funding levels for non-credit instruction when compared to the credit side (see San Diego Union - Tribune Editorial, Funding June 30, 1999). If you review Attachment A, you will note that the differences between credit and non-credit are dramatic.

The Funding Formula Task from the beginning was burden by the pre-occupation with the funding formula inequities as they applied to the credit area exclusively.

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That comes as no surprise since the system generates far more FTES in the credit arena than non-credit (898,475 FTE vs. 86,575 non-credit). Throughout, the non-credit area was given very little attention despite repeated urgings from myself and other representatives of the Task Force who were representing institutions who were significantly involved in the non-credit arena.

On Sept. 20th, the Task Force met to review Patrick Lenz's draft report and recommendations. A copy of that report is attached (see Attachment C). If you will note on page 4, the last draft recommendation deals with the non-credit area and recommends a short-term and long-term strategy. I took strong and immediate exception to the recommendations and advised the Task Force members that an alternative approach would need to be developed. With their acknowledgment and support, I indicated that I would draft a plan and submit it directly to Patrick Lenz for his review and consideration. The expectation was that he would then bring it back to the Task Force for final consideration.

My reasons for rejecting the proposed draft recommendation for non-credit equity were as follows:

- 1) The Partnerships for Excellence (PFE) method for solving the equity issue for non-credit is not a valid approach. We already get an equal share of the PFE funds by virtue of the fact that they are allocated out to the districts on the basis of total FTES produced without regard to credit/non-credit. So, we would have gotten this funding anyways regardless of what level of funding the state puts into the PFE program. Under this plan, everybody's "boat would rise" proportional to their share of the state's total FTE output. The approach does not address the issue of a level playing field for our base funding. To illustrate this point dramatically, see the attached chart entitled STATE Funding Comparison. Note the far right hand column for statewide ranking on a STATE Revenue Per FTE basis. The rankings are:

<u>District</u>	<u>Rank</u>
San Diego	71
Rancho Santiago	70
San Francisco	69
Glendale	68
Mt. San Antonio	67
North Orange	66
Santa Barbara	65
Merced	65
Sonoma	64
Pasadena	63

The 10 college districts with the lowest level of state funding on a per FTE basis have one major issue in common. They are comprehensive in scope and generate over 57,000 FTES in the non-credit area or better than two-thirds (2/3) of the states overall non-credit FTES output.

The reasons why their funding rank is so low and inadequate is because the non-credit funding level compared to credit is low. Unless this issue is addressed, our relative ranking in relation to our peers around the state will always be at the same basic level. Add in the fact that most of these districts operate within urban, high cost districts and the problems is even further exacerbated when you look at it from the "cost side of the house".

The long-term solution is problematic. The Joint K-14 Committee has basically taking the position that they don't want to address the issue until 2001-2002 (at the earliest). They have also stated that they understand that the community colleges may have to move on this earlier and have offered no objection. Please note that Vish More is one of the 3 members of the Board of Governor's who represent us on the Joint K-14 Committee. He is heavily influenced by Patrick Lenz who basically would prefer to do nothing with the non-credit formula because he doesn't recognize it as a problem or a priority concern. To hang our hats on the deliberations of the K-14 Committee is setting ourselves up for a big disappointment. Adult Education and Vocational Education in the non-credit area is getting less and less funding consideration by the K-12 sector. Their major issues are school reform, increasing graduation rates, school dropout prevention, getting back to basics, preparing kids better for college and/or work, etc. Across the country K-12 districts are unloading the functions of Adult Education and Secondary Vocational Education to community colleges because of the issues identified above and the fact that both their funding and accountability issues will be increasingly focused on performance. When the Governor talks about improving the performance of our schools and rewarding those that do and holding those that don't move accountable, he's not talking about adult education programs. Aside from that, if you will note in my August 20th letter to Patrick Lenz, I offered the following observation:

"I feel compelled to offer an analysis that would strongly suggest that adult education (which represents a significant part of the non-credit effort), when operating fully within a post-secondary context is significantly different in terms of its mission, goals and objectives. Our effort is characterized by providing the full array of courses, preparation, and services that effectively "Bridge" students into college level activity. Our programmatic objectives are designed to transition students through an educational ladder that ultimately (and hopefully) provides them with a solid post-secondary experience. The K-

12 based adult education program is different in both scope and intent. Their programs respond to the constitutional provision that insures/demands that K-12 provide opportunities for citizens of California to complete a high school degree. A major part of this effort also represents a "school drop-out" accommodation. Their scope is limited and so are their costs."

On Sept. 23rd, I submitted my proposed funding plan for non-credit equity to Patrick Lenz. You already have a copy of that correspondence but in case it has been misplaced, another is enclosed. (Attachment E)

The initial proposal was forwarded by Patrick to the Consultation Council and CEOCCC. It positively impacted on 25 districts. After considerable discussion on the evening of Oct. 20th with the CEOCCC Executive Committee, we modified our proposed plan to try to accommodate some of the smaller districts who were involved with non-credit and could not meet our "threshold criteria" for eligible funding, i.e., at least 1000 FTES had to be generated in the non-credit area by the district or the total FTES generated by non-credit represented at least 10% of the total District's FTES output. The alternative plan (Plan B - Attachment F) suggested that if you could not meet the test criteria, then you could still get additional funding on a per FTES basis but would not be eligible for the basic grant award. The PER FTES funding level received by these smaller non-credit programs as an augmentation to their current per FTE support for non-credit would be \$119 per FTES. This is the same per FTE support level that the largest non-credit programs were receiving although these institution would also receive a basic grant award of \$183,059 to help support their larger efforts.

This proposal has been repeatedly referred to as the most deliberative, responsive and carefully thought-out proposal to address the non-credit funding issues in the last decade. It is democratic, if not egalitarian in its approach by virtue of the fact that it impacts (at various levels of support) on 69 districts out of 71 statewide. The plan for adjusting the formula for the credit side of the house impacts on only 51 districts and (of course) we get zero dollars out of that recommendation.

As I stated earlier, both the Consultation Council and the Executive Board of the CEOCCC had a favorable review of our proposal but because the Funding Formula Task Force had been bypassed (Patrick Lenz's decision, not ours) they suggested that we bring it back for their endorsement, as well.

Since that time, the call went out to some of the "Top guns" on the Task Force telling them to oppose our proposal. Patrick Lenz sent out his own analysis of our revised proposal which highlighted his concerns and opposition to our plan. He pointed out and utilized one district's experience with our funding plan as suggestive of the overall inadequacies of our approach.

If you look at his Nov. 3rd correspondence (Attachment G) and his attached spread sheet, you will note that Barstow does get a one-time augmentation of \$1832.72 per FTE to their base. What he doesn't mention is the fact that his analysis assumes that Barstow suddenly crosses into the "Threshold of Eligibility" and receives the basic grant award of \$303,667 per college which makes up (by far) the lion's share of their total new non-credit dollars of \$309,729. Barstow's total anticipated funding for this year is \$7.7 million so we are not (in fact) looking at a lot of money on the table. Should Barstow actually achieve the threshold level, it does provide them with a "boost" so that they can start using new funds to help augment their efforts to establish an instructional and student support infrastructure to support students in their non-credit programs. If you take a look at the rest of the distribution he provides either on the basis of per non-credit FTE augmentations or actual dollars, you'll note (I believe) how fairly districts are treated when you consider size and scope of program. Nevertheless, Patrick Lenz is fighting and will continue to fight us every step of the way.

Despite all the rancor and outright attacks being made on our proposal over the telephone conference call, we carried the votes by at least a five to two margin (possibly six to two). Even with this margin of victory we had to forcefully argue with Patrick about his "obligation" to come forward with the recommendation of the Task Force. Reluctantly he agreed to do so and will present same at Monday's meeting of the Board of Governor's Finance Committee (Which Vish Chairs). He did say that he would also share with the committee the stated concerns of those who oppose this plan which again reflects his obvious bias, if not intentions to "scuttle" our plan. I intend to be there and I am hopeful that many of my non-credit partners from around the state will join in but I've got too say that sometimes it appears that S.F. is waging this battle on their behalf, alone.

I'll keep you advised of what happens. Sorry for the length of this briefing document but if you could talk to Vish soon (before Sunday) it would be helpful. I am sure that Patrick is already going to "load-up" on him and give his perspective/bias. I would be available anytime over this weekend to talk with him, as well, so let me know.

I hope this information helps. If you have any questions, please call me directly. Thanks for your assistant.

The first part of the paper discusses the importance of the study and the objectives of the research. It then proceeds to a literature review, followed by a description of the methodology used in the study. The results of the study are presented in the next section, followed by a discussion of the findings and their implications. The paper concludes with a summary of the main points and a list of references.

The study was conducted in a laboratory setting, using a series of experiments to measure the effect of different factors on the rate of reaction. The results show that the rate of reaction increases with increasing temperature and decreasing concentration of the reactants. The data also indicates that the reaction is first order with respect to the concentration of the reactants.

The findings of this study have important implications for the understanding of chemical reactions and the design of industrial processes. The results suggest that the reaction is controlled by the rate of diffusion of the reactants into the reaction mixture. This information can be used to optimize the conditions for the reaction and to design more efficient industrial processes.

The study was supported by the National Science Foundation and the Department of Energy. The authors would like to thank the following people for their assistance in the study: Dr. John Doe, Dr. Jane Smith, and Dr. Robert Brown.

**CALIFORNIA COMMUNITY COLLEGES
PROGRAM BASED FUNDING
BASE STANDARD ALLOCATION FORMULAS
1999-2000 FISCAL YEAR**

INSTRUCTION:

$\$4,052.15 \times \text{Funded Credit FTES} \times \text{Scale Factor.}$

INSTRUCTIONAL SERVICES:

If Credit FTES is less than or equal to 1,002:

$\$607,333 \text{ per college} + \$76.59 \times \text{Funded Credit FTES.}$

If Credit FTES is greater than 1,002 and less than or equal to 3,303:

$\$471,326 \text{ per college} + \$221.58 \times \text{Funded Credit FTES.}$

If Credit FTES is greater than 3,303:

$\$366,118 \text{ per college} + \$255.61 \times \text{Funded Credit FTES.}$

STUDENT SERVICES:

$\$822,877 \text{ per college} + [\$277.80 \times \text{Funded New Students} + \$223.07 \times \text{Funded Continuing Students}] \times \text{Scale Factor}$

MAINTENANCE & OPERATIONS:

$\$9.36 \times \text{Funded Gross Square Footage} + \$400.39 \times \text{Funded FTES in Leased Space}$

NONCREDIT (Instruction, Instructional Services and Student Services):

$\$1,426.17 \times \text{Funded Noncredit FTES}$

INSTITUTIONAL SUPPORT:

16.55% of the revenue generated in all other categories.

A flawed formula

Community college funding needs a fix

The most charitable thing that can be said about California's unfair funding formula for community colleges is that it is thoroughly confusing to many lawmakers.

Last fall, Assemblyman George Runner, R-Lancaster, proposed a bill that was supposed to eliminate glaring inequities in the funding system. That system provides, for example, West Kern County Community College District \$4,327 more per full-time student than it does for those attending Southwestern Community College in Chula Vista. But Runner's measure, co-sponsored by Assemblywoman Denise Ducheny, D-San Diego, was modified when it became clear that pumping another \$35 million into the mix would merely exacerbate the imbalance.

Their revised proposal, which has cleared the Assembly and is before the Senate, calls for a comprehensive study of the funding formula, with a view toward revamping it.

The funding disparity flows in large part from a flawed formula based on the 1978 property tax rates that were frozen in place by Proposition 13. That formula is particularly unfair to community colleges in San Diego County because property values throughout this region are considerably higher today than they were two decades ago.

The funding disparity was compounded in 1988, when lawmakers revisited the issue and tweaked the system in light of student fees that were imposed four years earlier.

Now, California community colleges are stuck with an even more convoluted funding formula. In fact, the Southwestern, Grossmont-Cuyamaca and San Diego districts rank near the bottom in funding, while Palomar is about mid-range. MiraCosta's 10th-place ranking is deceptive because it is basically self-funded.

A funding formula task force, which includes Grossmont chancellor Omero Suarez and Southwestern Superintendent Serafin Zasqueta, will meet today at the Grossmont campus. The 12-member panel is sorting through this complex mess and is scheduled to deliver its report in the fall.

Those findings should document the current inequities and contain specific recommendations on how to equalize community college funding among the 71 districts throughout California. Simple fairness should prompt lawmakers to craft a funding mechanism that doesn't penalize certain districts because of an arcane, outdated formula. For instance, if San Diego, Southwestern and Grossmont-Cuyamaca were funded at the state average, they would receive an additional \$13 million annually.

Cynics may sniff that this campaign to achieve funding equity is destined to fail, much the same as previous efforts. The difference this time is that districts that have been shortchanged seem especially determined to make a compelling case for revamping the formula. Once that case is made, lawmakers should do the right thing.

C

CCC FUNDING FORMULA TASK FORCE
SEPTEMBER 24, 1999

The CCC Funding Formula Task Force has met on numerous occasions in an effort to resolve recent issues before the Legislature related to the current funding formula of the California Community Colleges. Issues in the areas of growth, COLA, equalization, non-credit instruction, and program-based funding have been raised by our community college system. It's been over ten years since a comprehensive review of our program-based funding formula, and this Task Force, appointed by Chancellor Nussbaum, has worked diligently to determine what changes would be needed to improve the system's "fiscal playing field".

Many proponents believe the heart of this issue is clearly the amount of funding per Full-Time Equivalent Student (FTES) that is afforded our community colleges. There is no question that at \$2,000 below the national average, California community colleges are asked to take on multiple missions while educating a diversity of students with underfunded fiscal resources. While the community college system has made recent progress to improve FTES funding, it's clear that district's underfunding per FTES is generating an interest in their pursuit of a larger slice of a very limited state General Fund pie.

Community college general apportionment is allocated on a program-based funding formula derived out of statute (AB 1725) enacted over ten years ago. The objective of AB 1725 is to instill a program-based funding formula that weighed various credit categories (non-credit instruction is not part of the funding formula) such as instruction, instructional services, student services, maintenance and operations, and institutional support to allocate funding to community colleges. In addition, multi-district and small district factors are considered in the funding formulas, along with equalization funding for districts that are at the bottom of the program-based, program improvement funding standards.

The accountability required from program-based funding, along with funding assumed under the Proposition 98 guarantee, gave hope for long-term investment to increase the FTES funding for the community college system. Unfortunately, once Proposition 98 was implemented it became a ceiling to limit program-based funding accountability, instead of a floor to invest in greater accountability in community colleges. While Proposition 98 did provide a guarantee of state General Funds, this funding was not consistent with program-based funding objectives.

The recession that followed the enactment of AB 1725 contributed to the lack of General Fund revenues to support program-based funding and severely limited any hope of community colleges improving their fiscal condition or getting closer to the national average funding per FTES. General Fund support for program-based funding, such as equalization, rarely materialized because the system only received equalization funding in three fiscal years. Funding to adequately address the equalization crisis was predicated on this annual investment. No one envisioned the significant shortfall in property tax revenue, the lack of growth and COLA funding, or the competition with K-12 class size reduction in the Proposition 98 resource allocations.

The Community College Funding Formula Task Force has reviewed the program-based funding formula and makes the following recommendations:

PROGRAM-BASED FUNDING CRITERIA

Short-term Recommendation:

- The task force is recommending a consolidation of the current five program categories (Instruction, Instructional Services, Institutional Support, Student Services, Maintenance and Operation) into three categories. The three include Instruction, Student Services (now to include Instructional Services), and Maintenance and Operation. Institutional Support, approximately 16.55 percent of the total computed standard allocation, would be distributed across each category rather than as a separate category.
- In the Student Services category, the differential of "new" or "continuing" student would be combined as one factor. There is a \$52 difference between the allocation for a new or continuing student, which only adds to build further inequities in the current funding formula. This adjustment represents a minor fiscal (less than \$20,000) impact to any given district.

Long-term Recommendation:

- Explore the availability of an education-based research group to review the current funding formula to determine if an alternative funding mechanism or significant revisions to the program-based funding model should be considered by the Task Force. In addition to the current funding formula, the study would include the differential cost of operation (by region) and the cost of services in the various categories offered to community college students.

GROWTH FUNDING FORMULA

Short-term Recommendation:

- Support the recommendation to increase the growth rate for underserved areas by a factor of 2, recognizing the historical inequity that occurred prior to the three year "safety net" that was established in Program-based funding. This adjustment, currently \$5 million in the growth formula, will be reviewed annually, with an assumption that it may sunset after three years from the date of implementation.
- Adopt a change in the calculation to a district's growth cap to allow for a growth guarantee and advanced information to assist districts in their budget planning process. This would be accomplished by allowing the budget year's district growth caps to be calculated and distributed a year in advance (using a year older data) so that academic and fiscal planning can take place to accommodate the student growth. The budget year growth caps are currently not known until almost the beginning of the year. This proposed change, while using older data, would allow districts to begin planning for the budget year with a reasonable expectation of growth funding.

Long-term Recommendation:

- Research the potential for calculating the growth funding that would include a "workplace factor", recognizing that many students reside in one district but attend the community college closest to their place of employment. This will require some extensive work relating to the "freeflow" ability of community college students, some potential adjustment to the growth cap, and devising an adjustment that would not be at the expense of district's current growth funding.

EQUALIZATION FUNDING FORMULA

Short-term Recommendation:

- Support the recommendation of the Task Force and the Board of Governors to submit a 2000-2001 Budget Change Proposal (BCP) to the Governor and Legislature for \$15 million to fund equalization. This Equalization proposal would allocate 50 percent of the funding on a "low revenue per FTES" basis and 50 percent to be allocated on a program-improvement equalization funding formula. This proposal is in effect for one-year and the specific equalization funding allocation to the districts would be determined by the Chancellor's Office.

EQUALIZATION FUNDING FORMULA (CONT.)

Long-term Recommendation:

- Review the budget allocations for all programs and services to the community college districts to determine if the current Program-based funding formula should be revised to consider equalizing on a revenue per FTES basis. This would explore the possibilities of a straight funding per FTES model or a future variation of the funding formula that would improve those districts at the lowest funding per FTES.

COST-OF-LIVING ADJUSTMENT

Short-term Recommendation:

- Support the BCP task force recommendation to expand the current Cost-of-Living Adjustment (COLA) base and request a one-percent increase over a proposed statutory COLA. This recognizes that districts are unable to meet their local mandated and collective bargaining costs with a COLA of less than 2 percent.

Long-term Recommendation:

- Review the potential for support of a national COLA index that more accurately reflects the growth in local mandated costs.

NON-CREDIT INSTRUCTION

Short-term Recommendation:

- Support the recommendation of this task force to pursue an increase of non-credit funding based on an increased level of funding through the 2000-2001 Partnership for Excellence BCP. If the Governor and the Legislature were to fully fund the systems request for \$155 million for PFE, the funding for non-credit would increase by nearly \$160.00. This recommendation would increase both the credit and non-credit FTES rate and is not proposed as a measure to close the funding gap between credit and non-credit programs.

Long-term Recommendation:

- Monitor the work of the K-14 Joint Committee recommendations on improving the funding for 5-12 adult education and CCC, non-credit. The Educational Services and Economic Development division of the Chancellor's Office reported to the Board of Governors on September 13, that the Joint Committee will be proposing a BCP for the 2001-2002 fiscal year.

State Funding Comparison

District	1999-2000 base==1998-99 P-2 total					Base Pct of Sndrd	Prior Year Stabilizain Revenue	1998-99 P-2			\$ per FTES			Rank
	Credit Sndt Funding	N-Cr Sndt Funding	M & O Funding	Total Funding				Credit FTES	Non-Cr FTES	Total FTES	Cred \$ / CrFTES	Non-Cr \$ / CrFTES	M&O \$ / CrFTES	
San Diego	83,178,864	22,825,555	10,352,391	116,356,810	52.97%			27,091	13,926	41,017	3,070	1,639	252	68
Rancho Santiago	52,636,764	14,917,711	6,285,089	73,839,564	54.79%			16,479	9,101	25,580	3,194	1,639	246	71
San Francisco	70,792,185	20,917,603	9,919,003	101,628,791	59.32%			21,254	12,762	34,016	3,331	1,639	292	69
Glendale	29,818,175	4,478,586	3,160,327	37,457,088	54.31%			9,783	2,732	12,516	3,048	1,639	253	68
Mt. San Antonio	50,146,182	5,981,747	6,216,542	62,344,471	53.18%			17,092	3,649	20,742	2,934	1,639	300	67
North Orange	71,394,293	9,301,104	9,779,860	90,475,257	53.14%			24,109	5,675	29,783	2,961	1,639	328	66
Santa Barbara	28,825,798	3,700,002	3,847,788	36,373,588	54.09%			9,559	2,257	11,816	3,016	1,639	326	65
Merced	19,279,269	2,682,438	2,445,182	24,406,889	53.04%			6,221	1,637	7,857	3,099	1,639	311	64
Sonoma	47,695,555	4,627,105	4,937,886	57,260,546	53.34%			15,565	2,823	18,388	3,064	1,639	269	63
Pasadena	50,858,620	2,526,167	5,468,356	58,853,143	54.04%			17,132	1,541	18,673	2,969	1,639	293	62
Santa Monica	52,475,722	875,554	4,706,453	58,057,729	53.19%			17,880	534	18,414	2,935	1,639	256	61
Southwestern	36,096,822	313,918	2,920,799	39,331,539	53.23%			12,178	192	12,369	2,964	1,639	236	60
Citrus	23,986,458	2,350,407	3,553,992	29,890,857	53.07%			7,957	1,434	9,391	3,014	1,639	378	59
Chaffey	30,882,828	940,527	2,930,019	34,753,174	53.15%			10,318	574	10,891	2,993	1,639	269	58
Allan Hancock	21,563,064	1,791,362	2,556,223	25,910,649	53.06%			7,015	1,093	8,108	3,074	1,639	315	57
Palomar	44,251,334	2,014,410	3,951,276	50,217,020	54.47%		1,579,218	14,299	1,229	15,528	3,095	1,639	254	56
Grossmont-Cuyamaca	44,919,184	743,803	3,548,660	49,211,647	53.05%			14,760	454	15,214	3,043	1,639	233	55
Long Beach	51,682,046	1,412,142	5,844,811	58,938,999	54.51%			17,209	862	18,071	3,003	1,639	323	54
Riverside	48,687,477	182,300	4,480,554	53,350,331	53.57%			16,243	111	16,354	2,997	1,639	274	53
Butte	27,269,023	1,825,865	3,007,000	32,101,888	54.83%			8,721	1,114	9,835	3,127	1,639	306	52
State Center	59,510,812	959,934	6,756,109	67,226,855	53.06%			20,000	586	20,586	2,975	1,639	328	51
Cerritos	43,753,808	319,819	4,582,866	48,656,493	53.81%			14,632	195	14,827	2,990	1,639	309	50
West Valley	44,529,500	1,289,833	4,736,104	50,555,437	53.06%			14,608	787	15,395	3,048	1,639	308	49
Sequoias	23,149,015	610,660	2,202,664	25,962,339	53.64%			7,533	373	7,905	3,073	1,639	279	48
Foothill-DeAnza	85,106,767	2,074,761	10,148,321	97,329,849	53.75%			28,337	1,266	29,603	3,003	1,639	343	47
Monterey Peninsula	18,429,930	1,684,267	2,034,664	22,128,861	53.11%			5,689	1,015	6,704	3,239	1,639	303	46
Desert	18,850,690	1,267,132	2,572,709	22,690,531	53.13%			6,099	773	6,872	3,091	1,639	374	45
South Orange	59,223,207	2,155,946	5,174,333	66,553,486	55.09%			18,793	1,315	20,109	3,151	1,639	257	44
Ventura	66,623,546	350,307	6,621,302	73,595,155	53.05%			22,007	214	22,221	3,027	1,639	298	43
Sierra	33,463,547	84,118	3,427,001	36,974,666	53.07%			11,077	51	11,128	3,021	1,639	308	42
Los Rios	112,652,878	506,578	11,302,645	124,462,101	53.08%			37,103	309	37,412	3,036	1,639	302	41
El Camino	49,666,854	414,034	7,108,812	57,189,700	53.02%			16,862	253	17,115	2,945	1,639	415	40
Yuba	22,881,753	420,247	2,386,358	25,688,358	53.08%			7,431	256	7,687	3,079	1,639	310	39
Cabrillo	27,783,777	224,818	3,062,540	31,071,135	53.40%			9,145	137	9,282	3,038	1,639	330	38
Chabot-Las Positas	40,933,527	764,276	4,673,769	46,371,572	53.00%			13,383	466	13,849	3,059	1,639	337	37
Antelope Valley	22,427,686	26,389	2,065,007	24,519,082	53.13%			7,296	16	7,312	3,074	1,639	282	36
Solano	21,635,900	410,756	2,435,416	24,482,072	52.83%			7,035	251	7,286	3,075	1,639	334	35
Yosemite	39,970,558	1,594,573	5,441,252	47,006,383	53.10%			12,970	973	13,943	3,082	1,639	390	34
Victor Valley	19,159,782	728,248	2,494,823	22,382,853	53.18%			6,179	444	6,623	3,101	1,639	377	33
San Luis Obispo	21,225,281	38,027	2,484,973	23,748,281	53.18%			6,988	23	7,011	3,037	1,639	354	32
														31

State Funding Comparison

District	1999-2000 base==1998-99 P-2 total				Base Pct of Stndrd of Stndrd	Prior Year Stabilizatin Revenue	1998-99 P-2			\$ per FTES			Rank			
	Credit Sdnt Funding	N-Cr Sdnt Funding	M & O Funding	Total Funding			Credit FTES	Non-Cr FTES	Total FTES	Cred \$ / CFTES	Non-Cr \$ / NC FTES	M&O \$ / M FTES	Total \$ / T FTES	W avg	W var	
San Joaquin	37,210,058	1,018,400	4,745,368	42,973,826	54.64%	1,602,704	12,040	621	12,661	3,091	1,639	375	3,394	37	24	31
Fremont-Newark	21,128,037	122,587	2,418,977	23,669,601	53.09%		6,886	75	6,961	3,068	1,639	348	3,400	45	30	30
Imperial	15,000,145	-	1,373,644	16,373,789	53.03%		4,810	-	4,810	3,119	-	286	3,404	30	56	29
Contra Costa	83,122,279	251,994	7,319,976	90,694,249	54.70%	806,321	26,488	154	26,641	3,138	1,639	275	3,404	28	59	28
San Bernardino	39,035,958	-	4,832,354	43,868,312	53.02%		12,880	-	12,880	3,031	-	375	3,406	55	23	27
Rio Hondo	29,633,823	626,723	3,138,671	33,399,217	54.65%		9,342	382	9,725	3,172	1,639	323	3,434	22	41	26
Gavilan	11,022,311	850,376	1,450,288	13,322,975	53.05%		3,357	519	3,876	3,283	1,639	374	3,437	12	27	25
Shasta-TE-TR	20,895,052	442,506	3,041,699	24,379,257	53.06%	9,154	6,811	270	7,081	3,068	1,639	430	3,443	46	13	24
Napa	14,395,856	1,066,852	2,273,362	17,736,070	52.74%		4,480	651	5,131	3,214	1,639	443	3,457	18	11	23
San Mateo	54,711,098	35,470	6,799,916	61,546,484	53.30%		17,698	22	17,720	3,091	1,639	384	3,473	35	20	22
Santa Clara	19,030,262	132,995	2,283,892	21,447,149	53.36%		6,059	81	6,140	3,141	1,639	372	3,493	27	28	21
Coast	88,746,255	1,226,565	8,902,111	98,874,931	56.60%	4,409,991	27,486	748	28,235	3,229	1,639	315	3,502	16	42	20
Mt. San Jacinto	17,208,463	241,422	1,828,878	19,278,763	53.22%		5,354	147	5,502	3,214	1,639	332	3,504	17	35	19
Mira Costa	18,455,099	1,804,295	2,217,883	22,477,277	57.40%		5,296	1,101	6,397	3,485	1,639	347	3,514	10	31	18
Compton	14,004,266	35,864	1,771,047	15,811,177	53.21%		4,417	22	4,439	3,171	1,639	399	3,562	23	17	17
Redwoods	16,574,051	126,915	2,660,325	19,361,291	53.02%		5,344	77	5,421	3,102	1,639	491	3,572	31	8	16
Mann	18,333,824	1,103,174	3,205,469	22,642,467	54.37%	835,242	5,655	673	6,328	3,242	1,639	507	3,578	14	6	15
Hartnell	17,995,005	24,619	2,570,640	20,590,264	53.06%		5,721	15	5,736	3,145	1,639	448	3,589	26	10	14
Los Angeles	228,162,792	5,563,189	29,040,415	262,766,396	56.90%		69,632	3,394	73,026	3,277	1,639	398	3,598	13	18	13
San Jose	40,573,979	24,505	5,117,287	45,715,771	53.73%		12,643	15	12,658	3,209	1,639	404	3,611	19	16	12
Kern	45,715,201	232,210	7,246,682	53,194,093	53.17%		14,486	142	14,628	3,156	1,636	495	3,636	24	7	11
Peralta	53,354,600	161,385	7,691,614	61,207,599	52.86%		16,681	98	16,779	3,199	1,639	458	3,648	20	9	10
Siskiyou	8,032,796	132,471	1,291,884	9,457,151	53.22%	170,332	2,161	81	2,242	3,716	1,639	576	4,218	9	4	9
Mendocino-Lake	8,552,636	110,409	1,290,219	9,953,264	53.30%		2,292	67	2,360	3,731	1,639	547	4,218	8	5	8
Barstow	6,818,138	277,006	680,477	7,775,621	53.43%		1,649	169	1,818	4,136	1,639	374	4,278	5	25	7
West Hills	11,014,859	406,823	1,268,711	12,690,393	62.29%		2,684	248	2,932	4,104	1,639	433	4,328	6	12	6
Lassen	7,914,683	218,852	1,572,912	9,706,447	54.41%	581,335	2,051	134	2,185	3,858	1,639	720	4,443	7	2	5
Lake Tahoe	6,448,484	141,110	653,055	7,242,649	53.45%		1,453	86	1,539	4,438	1,639	424	4,705	4	14	4
Feather River	4,719,759	1,459	626,039	5,347,257	52.83%		1,053	1	1,054	4,483	1,639	594	5,075	3	3	3
Palo Verde	4,238,780	86,888	232,379	4,558,047	52.95%		816	53	869	5,192	1,639	267	5,243	2	63	2
West Kern	5,533,232	39,108	1,181,202	6,753,542	63.41%		891	24	915	6,210	1,639	1,291	7,382	1	1	1
State Total/Avg	2,685,000,062	136,819,201	312,351,255	3,134,170,518	54.09%	9,994,297	862,650	83,473	946,123	3,113	1,639	330	3,313			-
Lowest										2,934		233	2,837			
Highest										6,210		1,291	7,382			
Spread										3,276		1,058	4,545			



OFFICE OF THE CHANCELLOR

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September 23, 1999

Patrick Lenz
Vice-Chancellor, Fiscal Policy Division
California Community Colleges
1102 Q Street
Sacramento, CA 95814-6511

Dear Patrick:

I want to commend you on the job you have done pulling together a set of cohesive short-term funding formula proposals, as well as laying the ground work for long-term, comprehensive funding formula recommendations to complement the Partnership for Excellence program. The Task Force was a very large and divergent group, and, therefore, the recommendations reflect the broad diversity of our system. I also want to thank you for the opportunity to incorporate the needs of noncredit into the final Funding Task Force recommendations.

As promised, here is the proposed Equalization of Instructional and Student Support Services Budget Change Proposal. This funding strategy should be viewed as a "Short-term Recommendation", and therefore part of the Task Forces' one-year strategy for 2000-2001. As I suggested to you in September 16 letter, this BCP establishes a funding standard in noncredit for instructional and student support services.

The proposed BCP for \$14 million would

- 1) Establish one noncredit standard for Instructional and Student Services; and
- 2) Fund this standard at half of the current credit standard for Instructional Services.

Districts would have to meet one of two tests to be eligible for funding in the first year:

- 1) Generate over 1,000 noncredit FTES, or
- 2) Generate over 10% of its FTES in noncredit.

This dual test accommodates small districts, as well as large districts.

This BCP combines Instructional and Student Support Services into one standard, consistent with the Task Forces preliminary recommendations on September 20, 1999. The distribution of funds has been left on a per FTES basis because FTES most

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accurately represents student usage of these services, i.e. a student taking one class uses the library for work done in one class, while a student taking 5 courses, uses the library for the work for 5 classes. This is also true for counseling services. Therefore, FTES is the best measure of this standard.

I want to make it perfectly clear that this proposal does not fully fund the Instructional and Student Services needs of noncredit, but it would significantly increase student access to and the quality of non-credit instructional support, learning resource centers, and student support services. As I have stated many times, noncredit and credit should be funded equally, and additional augmentations to this standard should be pursued in future years to both 1) fully fund the standard and 2) allow all districts the ability to access the standard.

The proposed \$155 million increase in the Partnership for Excellence program does not negate the need for additional funds for noncredit equalization. All FTES would receive an augmentation of \$160 if the Partnership BCP for \$155 million is fully funded, not just noncredit. Therefore, the Partnership BCP does not specifically address inequities in the funding of noncredit. Furthermore, this BCP is consistent with the original charge of the Task Force and with AB 734, signed into law by the Governor, which specifically includes noncredit funding issues.

As I stated on August 20, 1999 in my letter to you, noncredit is underfunded by all accounts. And the types of services, educational quality and institutional support is very similar for both credit and noncredit. At the time of the separation of the community colleges from the K-12 districts, noncredit and credit were funded equally. When equalization of funding per FTES is viewed in this manner, all of the districts with large noncredit programs receive the lowest per FTES funding in the state. This equalization BCP begins to address these long-term inequities and represents a very reasonable compromise that specifically targets the inequities associated with non-credit. Surely, if we can agree to support \$15 million for Equalization, we can agree to address this equity issue as well.

The legislative plan adopted by the Board of Governors in September includes fully funding matriculation. I fully support this recommendation, however, without a funding source for the match, i.e. a support services funding standard, finding funds will be most difficult. Since the only source of funding currently available for the match is instruction, it would be very difficult to retain the current instructional standards that City College tries to follow, such as employing full-time faculty, keeping class sizes small, and generally improving the quality of the instruction delivered, while enabling students to improve their performance.

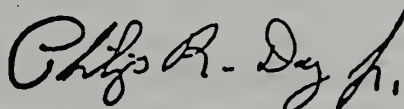
Letter to Patrick Lenz
September 23, 1999
Page 3

The adoption of this standard is also consistent with the Chancellor's Office legal opinion that matriculation for all students is one and the same program with the same standards.

Finally, by including this BCP in the complete package coming from the Funding Formula Task Force, only a very few districts are left out from any funding augmentation for 2000-2001.

I have attached the specifics of the proposal. Let me know if you have any questions, or if I can provide any additional information.

Sincerely,



Dr. Philip R. Day, Jr.
Chancellor

cc: Augustine Gallego, Chancellor – San Diego CCD
Dr. Edward Hernandez, Chancellor – Rancho Santiago CCD
Dr. Robert Agrella, President – Santa Rosa Junior College
Dr. John A. Davitt, President – Glendale CCD
Joseph Newmyer, Chancellor – North Orange CCD
Dr. Peter MacDougall, President – Santa Barbara CCD
Thomas J. Nussbaum, Chancellor – California Community Colleges
David Viar, Executive Director - CCLC
Funding Formula Task Force
CCSF Board of Trustees
Dr. Dale Shimasaki

Equalization of Instructional and Student Support Services Standard

- 1) District must have over 1,000 FTES of noncredit or generate over 10% of their FTES in noncredit to be eligible to receive funding.

- 2) If Noncredit FTES is less than or equal to 1,002:
\$303,667 per college plus \$35.87 per FTES.

If Noncredit FTES is greater than 1,002 but less than or equal to 3,303:
\$235,663 per college plus \$103.76 per FTES.

If Noncredit FTES is greater than 3,303:
\$183,059 per college plus \$119.69 per FTES.

This funding model is based upon a calculation, which is **HALF** of what credit programs get for instructional support services alone. Future considerations (long-term strategy) need to include an appropriate calculation on the basis of both instructional support services and student support services standards.

Price Tag: \$13,409,284 (based on 1999-2000 base FTES)



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September 16, 1999

Patrick Lenz
Vice-Chancellor Fiscal Policy Division
California Community Colleges
1102 Q Street
Sacramento, CA 95814-6511

Dear Patrick:

I am concerned that my position may have been misrepresented to the Funding Formula Task Force. A proposed \$155 million increase in the Partnership for Excellence program does not negate the need for additional funds for noncredit equalization. First of all, the Partnerships Program will not be funded at this level. Unfortunately, that's a practical reality. Secondly, the proposed new method of funding equalization based upon Revenue Per FTES, with lower revenue districts receiving more than higher, only serves to exacerbate the current inequities in the system particularly as it relates to credit and non-credit.

As I stated on August 20, 1999 in my letter to you, noncredit is underfunded by all accounts. And the types of services, educational quality and institutional support is very similar for both credit and noncredit. We should not wait an entire year before attempting to correct the current disparity between noncredit and credit funding.

The variances in funding levels by district are based on historical (pre-Proposition 13) inequities due to locally based decisions. The underfunding of noncredit is similarly based on historical inequities. Prior to Proposition 13, both credit and noncredit were funded equally, and the choice of whether to offer a course in credit or noncredit was solely a local decision based upon student need.

Additionally, the changes in the growth formula proposed by the Task Force also stem from historical inequities created by the impact of fees in mainly urban districts.

Since the proposals of the Task Force correct historical inequities, I cannot support the Task Force's recommendations unless a correction for noncredit is included. I suggest we move towards a correction of the underfunding of noncredit by adopting and funding standards in noncredit for student services and instructional support services. I believe I

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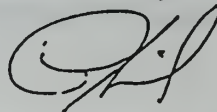
emphasized this point during our last meeting.

The legislative plan adopted by the Board of Governors in September included fully funding credit and noncredit matriculation. I fully support this recommendation, however, without a funding source for the match in noncredit, i.e. a student services program-based funding standard, it will be most difficult to implement. Since the only source of funding currently available for the match is instruction, it would be very difficult to retain the current instructional standards that City College tries to follow, such as employing full-time faculty, keeping class sizes small, and generally improving the quality of the instruction delivered, while enabling students to improve their performance.

The adoption of these standards is also consistent with the Chancellor's Office legal opinion that noncredit and credit matriculation is one and the same program with the same standards.

I hope this clarifies my position relative to the noncredit issue. I want to be as supportive a team player as I can, but not at the expense of supporting an approach that ends up having little or no impact on the larger issue of equity funding in our system. I look forward to discussing the issue of standards at the next Task Force meeting.

Sincerely,

A handwritten signature in dark ink, appearing to be "P. R. Day, Jr.", written in a cursive style.

Dr. Phillip R. Day, Jr.
Chancellor

cc: Tom Nussbaum



OFFICE OF THE CHANCELLOR

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August 20, 1999

Patrick Lenz
Vice-Chancellor Fiscal Policy Division
California Community Colleges
1102 Q Street
Sacramento, CA 95814-6511

Dear Patrick:

I have been reflecting on the progress of the Funding Formula Task Force. I think it is time for us to put forth a proposal. I am very concerned that the variety of issues and considerations that have been put "on the table" are all over the map and lack both consistency and simplicity. Because of the scope and number of issues that have been introduced, I see the risk of us not achieving our task and losing this opportunity to make some significant but straight forward changes to our current formula. To that end I would like to suggest the following:

1. COLA

The truth of the matter is that the current COLA formula is not working. We need to look at what factors do in fact increase the costs of delivering education. The major cost to all community colleges is salaries. The federal government uses a salary-based COLA called the Employment Cost Index (ECI) for 1999 ranged from 4.02% to 3.54%.

In addition, we need to look at an adjustment for high cost areas. For example, the Federal Government uses Locality Pay Areas whereby federal workers in different areas of the nation receive a cost differential because of the cost of living in a particular area.

We also need to look at the increased costs of health benefits, utilities, and other specific areas that have had exponential increases in their costs.

We, of course, would have to bring K-12 into the discussions, but that is okay because it is a win for everybody.

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2. Equalization Standards

Since we have established statewide priorities, we need to develop an incentive funding program to encourage districts to respond to these priorities. One of the accepted principles of program-based funding standards is that standards cost money. The current equalization funding distribution provides no revenue or incentive to implement the standards.

I do not think we should let the legislature off the hook for not funding the legislated standards. We should hold their feet to the fire and say this is why we need general apportionment increases. If we remove or combine the measures we may only be indicating we need less resources or lower standards.

I think the real costs to continue and the real costs to improve our standards need to be the basis for building the state budgeting formulas.

3. Noncredit Equalization

Noncredit is underfunded by all assessments. The types of services, educational quality and institutional support is very similar for both credit and noncredit. It is the delivery methodology that is different. That methodology is designed to succeed with the most disadvantaged students. And because of their disadvantages they need the most, not the least, amount of support from our colleges.

Additionally in expanding upon this rationale, I feel compelled to offer an analysis that would strongly suggest that adult education (which represents a significant part of the non-credit effort), when operating fully within a post-secondary context is significantly different in terms of its mission, goals and objectives. Our effort is characterized by providing the full array of courses, preparation, and services that effectively "Bridge" students into college level activity. Our programmatic objectives are designed to transition students through an educational ladder that ultimately (and hopefully) provides them with a solid post-secondary experience. The K-12 based adult education program is different in both scope and intent. Their programs respond to the constitutional provision that insures/demands that K-12 provide opportunities for citizens of California to complete a high school degree. A major part of this effort also represents a "school drop-out" accommodation. Their scope is limited and so are their costs.

The Chancellor's Office legal counsel has recently issued an opinion that credit and noncredit matriculation are governed by the same regulations. We need to find a new funding source for the student services and instructional services component,

otherwise we can only draw off already limited resources from the instructional programs, which is not acceptable.

We need to develop some strategies to fully fund these programs. With some very simple regulatory changes, continuing to parallel the credit mode, we could begin to move in this direction and greatly benefit these students and their programs. One example might be to use enrollment census rather than daily positive attendance. Students should be routed to the programs and services that benefit them most, not that provide the highest rate of reimbursement from the state.

Noncredit should receive equal funding to the statewide average for credit. Noncredit should also be held to the same level of accountability as credit.

I also firmly believe that the most important accomplishment that this task force can make is to develop a comprehensive strategy to increase our funding level. I believe the guiding principles that should shape our request need to be Access, Student Success, Quality Improvement and Performance, and Technology.

I look forward to discussing this proposal with you at some time in the near future.

Sincerely,

A handwritten signature in dark ink, appearing to read "Philip", with a stylized flourish at the end.

Dr. Philip R. Day, Jr.
Chancellor

cc: Tom Nussbaum
Tom Van Groningen

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NONCREDIT INSTRUCTIONAL AND STUDENT SERVICES EQUITY FUNDING PROPOSAL

Alternative A

- 1) District must have over 1,000 FTES of noncredit or generate over 10% of their FTES in noncredit to be eligible to receive funding.
- 2) If Noncredit FTES is less than or equal to 1,002:
\$303,667 per college plus \$35.87 per FTES.

If Noncredit FTES is greater than 1,002 but less than or equal to 3,303:
\$235,663 per college plus \$103.76 per FTES.

If Noncredit FTES is greater than 3,303:
\$183,059 per college plus \$119.69 per FTES.

This funding model is based upon a calculation, which is **HALF** of what credit programs get for **instructional support services** alone. Future considerations (long-term strategy) need to include an appropriate calculation on the basis of both instructional support services and student support services standards.

Price Tag: \$13,409,284 (based on 1999-2000 base FTES)

Alternative B

- 1) District must have over 1,000 FTES of noncredit or generate over 10% of their FTES in noncredit to be eligible to receive **base funding**. **All** districts would receive per FTES funding.
- 2) If Noncredit FTES is less than or equal to 1,002:
\$303,667 per college plus \$35.87 per FTES.

If Noncredit FTES is greater than 1,002 but less than or equal to 3,303:
\$235,663 per college plus \$103.76 per FTES.

If Noncredit FTES is greater than 3,303:
\$183,059 per college plus \$119.69 per FTES.

If a district is not eligible for base funding:
\$119.69 per FTES.

Price Tag: \$15,332,365 (based on 1999-2000 base FTES)

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

Vol. 100, Part 1, 1970
The Journal of the Royal Anthropological Institute is a quarterly publication of the Royal Anthropological Society. It is devoted to the publication of original research papers, reviews, and other material of interest to anthropologists. The Journal is published by the Royal Society of Medicine Press, 11, Tavistock Square, London, W.C.1.

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NONCREDIT INSTRUCTIONAL AND STUDENT SERVICES EQUITY

FUNDING PROPOSAL

District	99-00 Base Noncredit FTES	Percent of Total District FTES	Base Funding	Per FTES Funding	Total Funding
SAN DIEGO	13,925.74	34%	\$ 183,059.00	\$ 1,666,771.82	\$ 1,849,830.82
SAN FRANCISCO	12,761.71	38%	\$ 183,059.00	\$ 1,527,449.07	\$ 1,710,508.07
RANCHO SANTIAGO	9,101.21	36%	\$ 183,059.00	\$ 1,089,323.82	\$ 1,272,382.82
NORTH ORANGE	5,674.55	19%	\$ 183,059.00	\$ 679,186.89	\$ 862,245.89
MT. SAN ANTONIO	3,649.43	18%	\$ 183,059.00	\$ 436,800.28	\$ 619,859.28
LOS ANGELES	3,394.07	5%	\$ 183,059.00	\$ 406,236.24	\$ 589,295.24
<i>Subtotal</i>	48,506.71		\$ 1,098,354.00	\$ 5,805,768.12	\$ 6,904,122.12
SONOMA	2,822.97	15%	\$ 235,663.00	\$ 292,911.37	\$ 528,574.37
GLENDALE	2,732.36	22%	\$ 235,663.00	\$ 283,509.67	\$ 519,172.67
SANTA BARBARA	2,257.35	19%	\$ 235,663.00	\$ 234,222.64	\$ 469,885.64
MERCED	1,636.54	21%	\$ 235,663.00	\$ 169,807.39	\$ 405,470.39
PASADENA	1,541.20	8%	\$ 235,663.00	\$ 159,914.91	\$ 395,577.91
CITRUS	1,433.97	15%	\$ 235,663.00	\$ 148,788.73	\$ 384,451.73
SOUTH ORANGE	1,315.33	7%	\$ 235,663.00	\$ 136,478.64	\$ 372,141.64
FOOTHILL-DEANZA	1,265.80	4%	\$ 235,663.00	\$ 131,339.41	\$ 367,002.41
PALOMAR	1,228.98	8%	\$ 235,663.00	\$ 127,518.96	\$ 363,181.96
BUTTE	1,113.95	11%	\$ 235,663.00	\$ 115,583.45	\$ 351,246.45
MIRA COSTA	1,100.79	17%	\$ 235,663.00	\$ 114,217.97	\$ 349,880.97
ALLAN HANCOCK	1,092.90	13%	\$ 235,663.00	\$ 113,399.30	\$ 349,062.30
MONTEREY	1,015.36	15%	\$ 235,663.00	\$ 105,353.75	\$ 341,016.75
<i>Subtotal</i>	20,557.50		\$ 3,063,619.00	\$ 2,133,046.20	\$ 5,196,665.20
DESERT	773.07	11%	\$ 303,667.00	\$ 27,730.02	\$ 331,397.02
MARIN	673.04	11%	\$ 303,667.00	\$ 24,141.94	\$ 327,808.94
NAPA VALLEY	650.88	13%	\$ 303,667.00	\$ 23,347.07	\$ 327,014.07
GAVILAN	518.81	13%	\$ 303,667.00	\$ 18,609.71	\$ 322,276.71
<i>Subtotal</i>	2,615.80		\$ 1,214,668.00	\$ 93,828.75	\$ 1,308,496.75
<i>Total</i>	71,680.01		\$ 5,376,641.00	\$ 8,032,643.07	\$ 13,409,284.07
YOSEMITE*	972.84	7%	\$ 303,667.00	\$ 34,895.77	\$ 338,562.77
BARSTOW*	169.00	9%	\$ 303,667.00	\$ 6,062.03	\$ 309,729.03
<i>Extended Total</i>					\$ 14,057,575.87

* Assumes that Yosemite and Barstow cross the threshold to receive base funding.

NONCREDIT INSTRUCTIONAL AND STUDENT SERVICES EQUITY FUNDING PROPOSAL

LONG BEACH	861.54	5%	\$	-	\$	103,117.72	\$	103,117.72
WEST VALLEY-MISSI	786.92	5%	\$	-	\$	94,186.45	\$	94,186.45
COAST	748.32	3%	\$	-	\$	89,566.42	\$	89,566.42
SAN JOAQUIN DELT	621.32	5%	\$	-	\$	74,365.79	\$	74,365.79
STATE CENTER	585.65	3%	\$	-	\$	70,096.45	\$	70,096.45
CHAFFEY	573.81	5%	\$	-	\$	68,679.32	\$	68,679.32
SANTA MONICA	534.17	3%	\$	-	\$	63,934.81	\$	63,934.81
CHABOT-LAS POSIT	466.28	3%	\$	-	\$	55,809.05	\$	55,809.05
GROSSMONT-CUYA	453.79	3%	\$	-	\$	54,314.13	\$	54,314.13
VICTOR VALLEY	444.30	7%	\$	-	\$	53,178.27	\$	53,178.27
RIO HONDO	382.36	4%	\$	-	\$	45,764.67	\$	45,764.67
SEQUOIAS	372.56	5%	\$	-	\$	44,591.71	\$	44,591.71
LOS RIOS	309.06	1%	\$	-	\$	36,991.39	\$	36,991.39
SHASTA-TEHAMA-TR	269.97	4%	\$	-	\$	32,312.71	\$	32,312.71
YUBA	256.39	3%	\$	-	\$	30,687.32	\$	30,687.32
EL CAMINO	252.60	1%	\$	-	\$	30,233.69	\$	30,233.69
SOLANO	250.60	3%	\$	-	\$	29,994.31	\$	29,994.31
WEST HILLS	248.20	8%	\$	-	\$	29,707.06	\$	29,707.06
VENTURA	213.72	1%	\$	-	\$	25,580.15	\$	25,580.15
CERRITOS	195.12	1%	\$	-	\$	23,353.91	\$	23,353.91
SOUTHWESTERN	191.52	2%	\$	-	\$	22,923.03	\$	22,923.03
CONTRA COSTA	153.74	1%	\$	-	\$	18,401.14	\$	18,401.14
MT. SAN JACINTO	147.29	3%	\$	-	\$	17,629.14	\$	17,629.14
KERN	141.67	1%	\$	-	\$	16,956.48	\$	16,956.48
CABRILLO	137.16	1%	\$	-	\$	16,416.68	\$	16,416.68
LASSEN	133.52	6%	\$	-	\$	15,981.01	\$	15,981.01
RIVERSIDE	111.22	1%	\$	-	\$	13,311.92	\$	13,311.92
PERALTA	98.46	1%	\$	-	\$	11,784.68	\$	11,784.68
LAKE TAHOE	86.09	6%	\$	-	\$	10,304.11	\$	10,304.11
SANTA CLARITA	81.14	1%	\$	-	\$	9,711.65	\$	9,711.65
SISKIYOU	80.82	4%	\$	-	\$	9,673.35	\$	9,673.35
REDWOODS	77.43	1%	\$	-	\$	9,267.60	\$	9,267.60
FREMONT-NEWARK	74.79	1%	\$	-	\$	8,951.62	\$	8,951.62
MENDOCINO-LAKE	67.36	3%	\$	-	\$	8,062.32	\$	8,062.32
PALO VERDE	53.01	6%	\$	-	\$	6,344.77	\$	6,344.77
SIERRA	51.32	0%	\$	-	\$	6,142.49	\$	6,142.49
WEST KERN	23.86	3%	\$	-	\$	2,855.80	\$	2,855.80
SAN LUIS OBISPO	23.20	0%	\$	-	\$	2,776.81	\$	2,776.81
COMPTON	21.88	0%	\$	-	\$	2,618.82	\$	2,618.82
SAN MATEO	21.64	0%	\$	-	\$	2,590.09	\$	2,590.09
ANTELOPE VALLEY	16.10	0%	\$	-	\$	1,927.01	\$	1,927.01
HARTNELL	15.02	0%	\$	-	\$	1,797.74	\$	1,797.74
SAN JOSE-EVERGRE	14.95	0%	\$	-	\$	1,789.37	\$	1,789.37
FEATHER RIVER	0.89	0%	\$	-	\$	106.52	\$	106.52
IMPERIAL	-	0%	\$	-	\$	-	\$	-
SAN BERNARDINO		0%	\$	-	\$	-	\$	-
FTES Subtotal							\$	1,274,789.46
TOTAL	83,472.61	9%						\$15,332,365.33

STATE OF CALIFORNIA

CALIFORNIA COMMUNITY COLLEGES

CHANCELLOR'S OFFICE

1102 Q STREET

SACRAMENTO, CA 95814-6511

(916) 445-8752

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G

November 3, 1999

Post-it® Fax Note 7671		Date 11/3	# of pages 6
To Phil Day	From Patrick Lenz		
Co./Dept.	Co.		
Phone #	Phone #		
Fax #	Fax #		

TO: CCC Funding Formula Task Force

FROM: Patrick J. Lenz, Vice Chancellor
Fiscal Policy *Patrick J. Lenz*

RE: November 4, 1999 meeting

Tomorrow the CCC Funding Formula Task Force will meet via conference call. The main topic for discussion will be a presentation by Chancellor Phil Day, San Francisco CCD on the recommendation he has presented to this task force and to Consultation Council on the funding of noncredit. Everyone has received a copy of Dr. Day's letter outlining two alternatives for a noncredit Instructional and student services equity funding proposal, and requesting the task force to consider one of these alternatives to be included in the CCC system 2000-2001 budget.

Both alternatives on noncredit would move noncredit into the Program-Based Funding Formula that currently addresses credit funding and allocate noncredit funding based on the number of FTES of noncredit generated by a given district (a copy of the two alternatives is attached). As with previous recommendations on the changes to the growth formula underserved factor or the equalization formula, a district by district "run" on how the new recommendation would effect funding for a given district has been done. The Chancellor's Office understanding of the recommended \$15.3 million augmentation is the playing field changes from everyone currently receiving \$2,119.55 per FTES to receiving varied amounts per FTES. For instance, barring any additional funding to noncredit from Partnership for Excellence funding, 44 districts that currently receive \$2,119.55 per noncredit FTES would get an increase of \$119.69, bringing their new allocation to \$2,239.24 per FTES. Barstow CCD would be the greatest beneficiary going from \$2,119.55 to 3,952.27, representing an increase of \$1,832.72 per FTES. As identified in our "run" the balance of the districts would fall between the 44 districts receiving a minimum funding allocation and Barstow CCD. Since the current disparity in the credit funding per FTES is a major concern of the Task Force, we should be aware of how this new proposal would impact the noncredit per FTES.

While the noncredit issue will be the main topic of discussion for the task force tomorrow afternoon, I want to open the agenda for any other comments or

-2-

concerns on the previous recommendations of the task force. Now included in the short and long-term recommendations is task force member Martha Romero's issue regarding the "small district factor" pertaining to the equalization recommendation. Also included is the long-term recommendation by member Martha Wescoat-Andes, of studying a district's actual growth history to be part of the formula as opposed to just counting factors, such as high school graduation rate and change in adult population.

Just a reminder that the meeting is scheduled for tomorrow **November 4, from 1:30 p.m. until 3:30 p.m.** Dial (916) 323-6400 at 1:30 p.m. to participate. If you have questions or comments before the conference call, or you would like someone to represent you, please do not hesitate to contact me at (Phone # (916) 445-2738/e-mail: plenz@cccco.edu).

PJL:cm

Attachments

1999-2000 Base

DISTRICT	NonCredit FTES	Total Funding	Divide by FTES
San Diego	13,925.74	1,849,830.82	132.84
San Francisco	12,761.71	1,710,508.07	134.03
Rancho Santiago	9,101.21	1,272,382.82	139.80
North Orange County	5,674.55	862,245.89	151.95
Mt. San Antonio	3,649.43	619,859.28	169.85
Los Angeles Ed. Svcs. Ctr.	3,394.07	589,295.24	173.62
<i>Subtotal</i>	<i>48,506.71</i>	<i>6,904,122.12</i>	<i>173.62</i>
Sonoma Co. JCD	2,822.97	528,574.37	187.24
Glendale	2,732.36	519,172.67	190.01
Santa Barbara	2,257.35	469,885.64	208.16
Merced	1,636.54	405,470.39	247.76
Pasadena Area	1,541.20	395,577.91	256.67
Citrus	1,433.97	384,451.73	268.10
South Orange County	1,315.33	372,141.64	282.93
Foothill-DeAnza	1,265.80	367,002.41	289.94
Palomar	1,228.98	363,181.96	295.51
Butte-Glenn	1,113.95	351,246.45	315.32
MiraCosta	1,100.79	349,880.97	317.85
Allan Hancock Joint	1,092.90	349,062.30	319.39
Monterey Peninsula	1,015.36	341,016.75	335.86
<i>Subtotal</i>	<i>20,557.50</i>	<i>5,196,665.19</i>	<i>252.79</i>
Desert	773.07	331,397.02	428.68
Marin	673.04	327,808.94	487.06
Napa Valley	650.88	327,014.07	502.42
Gavilan Joint	518.81	322,276.71	621.18
<i>Subtotal</i>	<i>2,615.80</i>	<i>1,308,496.74</i>	<i>500.23</i>
Yosemite	972.84	338,562.77	348.01
Barstow	169.00	309,729.03	1,832.72
Long Beach	861.54	103,117.72	119.69
West Valley-Mission	786.92	94,186.45	119.69
Coast	748.32	89,566.42	119.69
San Joaquin Delta	621.32	74,365.79	119.69
State Center	585.65	70,096.45	119.69
Chaffey	573.81	68,679.32	119.69
Santa Monica	534.17	63,934.81	119.69
Chabot-Las Positas	466.28	55,809.05	119.69
Grossmont-Cuyamaca	453.79	54,314.13	119.69
Victor Valley	444.30	53,178.27	119.69
Rio Hondo	382.36	45,764.67	119.69
Sequoias, College of the	372.56	44,591.71	119.69
Los Rios	309.06	36,991.39	119.69
Shasta-Tehama-Trinity Jt.	269.97	32,312.71	119.69
Yuba	256.39	30,687.32	119.69
El Camino	252.60	30,233.69	119.69
Solano County	250.60	29,994.31	119.69
West Hills	248.20	29,707.06	119.69
Ventura County	213.72	25,580.15	119.69
Cerritos	195.12	23,353.91	119.69
Southwestern	191.52	22,923.03	119.69
Contra Costa	153.74	18,401.14	119.69
Mt. San Jacinto	147.29	17,629.14	119.69
Kern	141.67	16,956.48	119.69
Cabrillo	137.16	16,416.68	119.69

Lassen	133.52	15,981.01	119.69
Riverside	111.22	13,311.92	119.69
Peralta	98.46	11,784.68	119.69
Lake Tahoe	86.09	10,304.11	119.69
Santa Clarita	81.14	9,711.65	119.69
Siskiyou Joint	80.82	9,673.35	119.69
Redwoods	77.43	9,267.60	119.69
Fremont-Newark	74.79	8,951.62	119.69
Mendocino-Lake	67.36	8,062.32	119.69
Palo Verde	53.01	6,344.77	119.69
Sierra Joint	51.32	6,142.49	119.69
West Kern	23.86	2,855.80	119.69
San Luis Obispo County	23.20	2,776.81	119.69
Compton	21.88	2,618.82	119.69
San Mateo County	21.64	2,590.09	119.69
Antelope Valley	16.10	1,927.01	119.69
Hartnell	15.02	1,797.74	119.69
San Jose-Evergreen	14.95	1,789.37	119.69
Feather River	0.89	106.52	119.69
Imperial	0.00	0.00 --	
San Bernardino	0.00	0.00 --	
Total			
	63,472.61	15,332,365.33	183.68

J Clemons 10-28-99

California Community Colleges 2000-2001 System Budget



**Chancellor's Office
California Community Colleges
September 1999**



Members of the Board

Richard F. Alden
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Educational Services and Economic Development*

Judy E. Walters
*Vice Chancellor for
Policy Analysis and Management Information Services*

California Community Colleges

2000-2001 System Budget Proposals

September 1999

Prepared by
Patrick J. Lenz, Vice Chancellor
Fiscal Policy Division

Chancellor's Office, California Community Colleges
1102 Q Street
Sacramento, California 95814-6511

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September 13, 1999

Roger M. Schrimp, President
Board of Governors
California Community Colleges

Vishwas D. More, Chair
Committee on Budget and Finance
California Community Colleges

I am submitting for your approval, the California Community Colleges 2000-2001 System Budget. The system budget represents the work of my staff, members of the Consultation Council Budget Task Force (CCBTF), and the valuable contributions of the colleges and districts that participated in this year's budget development process.

The development of the system budget has been an evolving process since the districts and colleges submitted their system budget recommendations last Spring. In each of the past two years, the CCBTF recommended 22 Budget Change Proposals (BCP's) to the Board of Governors. This year, the task force diligently worked to provide "focus" to the quantity and quality of the system's BCP requests. This was no small effort as the task force narrowed 25 original requests for ongoing local assistance funding to the 7 system budget recommendations. More so than any other year, we have attempted to tie the budget proposals to the system's highest priorities, including:

- 1) Increasing student access;
- 2) Outreach and services for special populations;
- 3) Improving the system's performance on critical student outcomes;
- 4) Strengthening the quality and diversity of our faculty and staff;
- 5) Meeting the growing needs for workforce preparation and economic development; and
- 6) Ensuring our facilities are maintained so as to provide a good learning environment.

The California Community Colleges 2000-2001 System Budget document provides the details behind each of the BCP requests. The current budget proposal provides an augmentation of \$533.7 million for ongoing local assistance, \$83.5 million for one-time local assistance, and \$10 million from the Petroleum Violation Escrow Account (PVEA) for energy related scheduled maintenance projects. The budget does not include a request for Equalization funding, pending a recommendation from the Consultation Council Funding Formula Task Force. A recommendation for Equalization funding may be presented to the BOG at your September Board meeting. The proposed system budget also includes \$315 million to fund 88 capital outlay projects from the Proposition 1A General Obligation bond measure.

The budget augmentations assume continued growth in the California economy and reflect essential system requests to support the mission of the California Community Colleges. An augmentation of nearly \$500 million would likely require community colleges to receive a higher level of Proposition 98 funding or, in the event that the state has met the Proposition 98 guarantee, an over-appropriation of state General Fund revenues.

Finally, I want to express my appreciation to the dedicated members of the CCBFT and the Chancellor's Office staff in the development of the 2000-2001 System Budget. I'd also like to recognize and thank those districts and colleges who continue their participation by submitting budget concept recommendations for review and consideration in the system budget.

Members of the Board of Governors, I submit the California Community Colleges 2000-2001 System Budget for your approval.

Sincerely,

A handwritten signature in cursive script that reads "Thomas J. Nussbaum".

Thomas J. Nussbaum, Chancellor
California Community Colleges

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The first of these is the fact that the majority of the cases of this disease are reported from the United States and Canada. This is in spite of the fact that the disease is known to exist in many other countries, including Europe, Africa, and Asia. The second fact is that the disease is most commonly reported from the United States and Canada in the winter months. This is in spite of the fact that the disease is known to exist in many other countries, including Europe, Africa, and Asia.

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Chancellor's Office State Operations
(Dollars in Thousands)

Chancellor's Office State Operations	1989-90	1996-97	1997-98	1998-99	1999-2000	2000-2001
Personnel Services	\$ 12,037	\$ 10,799	\$ 11,429	\$ 12,557	\$ 14,325	\$ 15,239
Operating Expenses & Equipment	8,985	3,767	4,607	4,865	5,264	5,850
Total	\$ 21,022	\$ 14,566	\$ 16,036	\$ 17,422	\$19,589	\$ 21,089
Authorized Positions	255	194.7	200.2	227.2	232.2	257.2

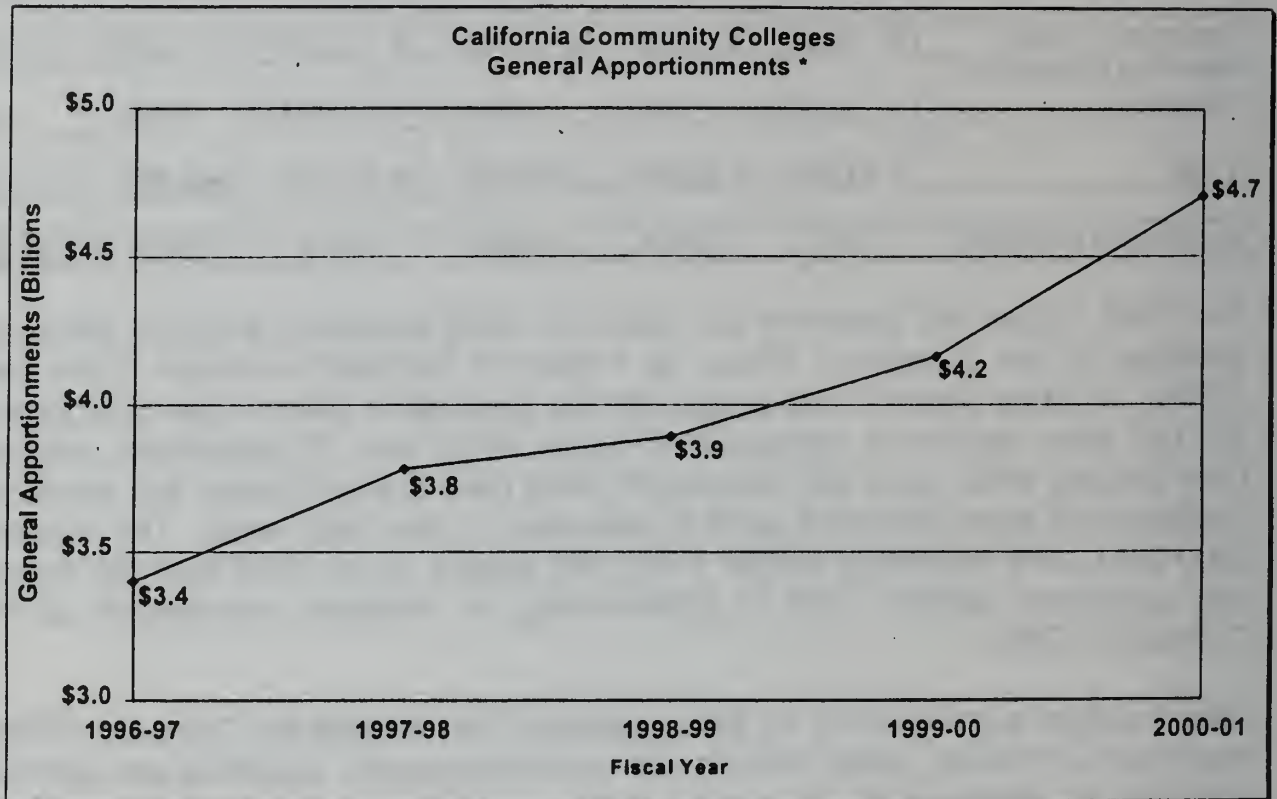
The 1989 Budget Act contained \$21 million for state operations and 255 authorized positions for the Chancellor's Office. As a result of California's recession in the early 1990's, the state General Fund support for the Chancellor's Office in the 1996 Budget Act has been reduced to approximately \$14.6 million and 195 authorized positions. Over the past three years, the Chancellor's Office General Fund support and authorized positions had made significant gains to restoration to the 1989 levels. The proposed 2000-2001 state operations budget would fully restore to the 1989 level the funding and authorized positions vital to implementing the workload requirements of the Chancellor's Office.

Recent budget augmentations for state operations have enabled the Chancellor's Office to provide community college districts with necessary program assistance and technical expertise to implement new programs that support the mission of the community colleges. In the 1999 Budget Act, the Legislature and Governor supported \$10 million for a new Teacher Preparation and Reading Development program. The state operations support staff will oversee this new program implementation and provide technical assistance on their coordinated efforts with K-12 and CSU. Recent staff hires in the Facility and Planning Unit have provided the resource to hold two workshops for districts to fully understand Department of Finance and the State Administrative Manual (SAM) process for funding capital outlay projects, scheduled maintenance allocations, and the new Board of Governor's, capital facility criteria.

Finally, last July the Board of Governors and the community college family were introduced to the new Chancellor's Office building. This was the result of a \$200,000 augmentation providing for the move from the 1930's Forum Building to the 1999 Watkins Building. This move has allowed for state of the art facilities, new Board of Governor's meeting room, multiple conference rooms, and a significant morale boost to the dedicated support staff of the Chancellor's Office.

California Community Colleges Recent Funding History

General Apportionments



Authorized funding for general education programs in community colleges is prescribed in the Education Code, based on workload (Full Time Equivalent Students and headcount), and on provisions of Program Based Funding—Instruction, Instructional Services, Student Services, Maintenance and Operations, and General Institutional Support. General apportionments provide State funding to supplement local tax and fee revenue to maintain the general education programs of the community colleges.

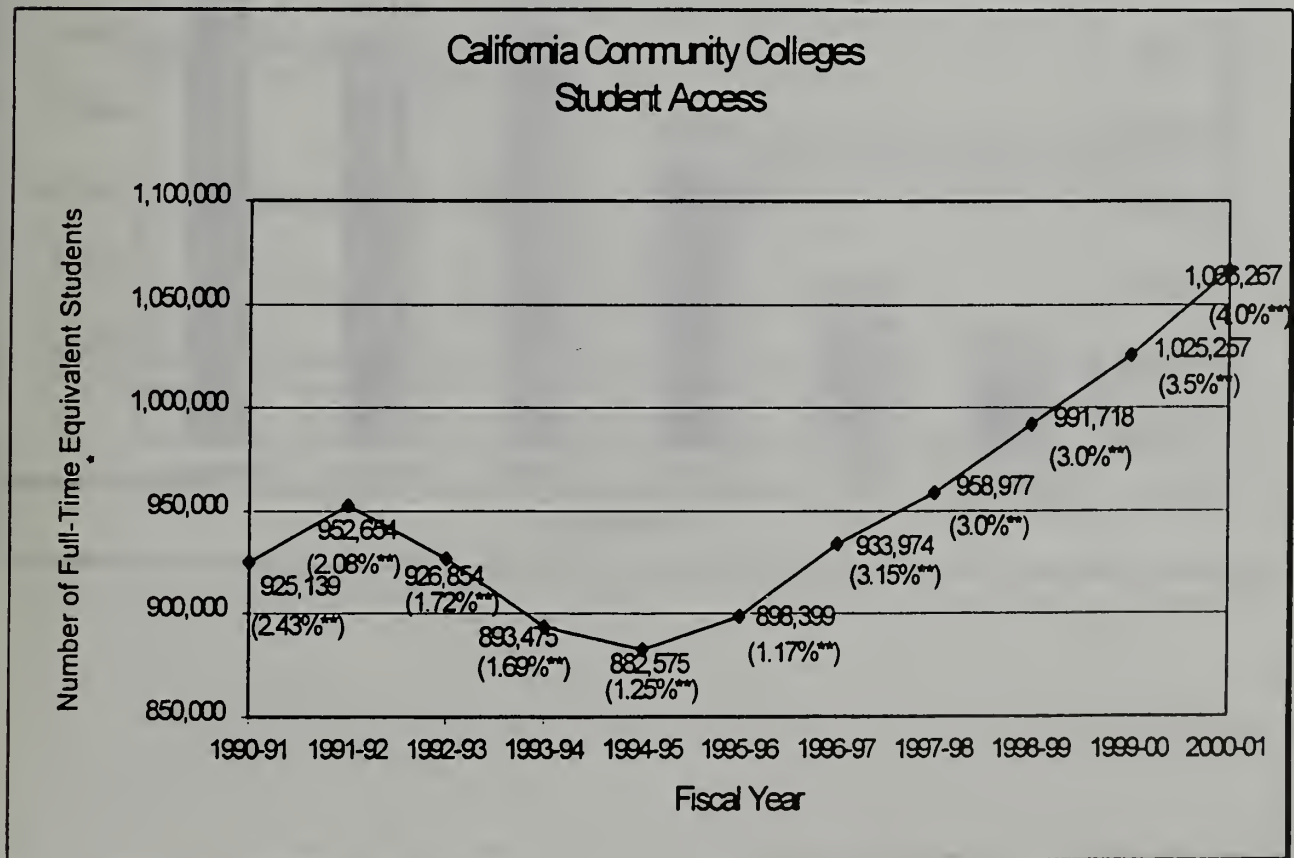
The Education Code prescribes the basic method for calculating changes in workload based on changes in adult population. That calculation may be adjusted in the annual budget process to reflect state priorities and such other factors as local unemployment rate, new campus facilities, number of recent high-school graduates, redirection of lower-division students to community colleges, and training and retraining opportunities to accommodate a changing labor force.

As shown in Table 1 above, funding for General Apportionments has increased significantly since Fiscal Year 1996-97. The increase is attributable to a combination of Growth, Cost of Living Adjustments (COLA), and to system enhancements, such as Partnership for Excellence.

Funding for Growth

Since 1995-96 growth funding has made possible an increase from 898,399 FTES in 1995-96 to 1,025,257 in 1999-2000, an additional 126,858 FTES. For Fiscal Year 2000-01, growth is proposed at 4% (\$135,653,000) adding another 41,000 FTES to the community colleges. That proposal is based on higher level of student access and improved student participation rate—a Board of Governors priority reflected in the 2005 Report. Workload growth beyond changes in adult population include adults progressing from welfare to work, laid-off workers being retrained, increased enrollments of recent high school graduates, etc.

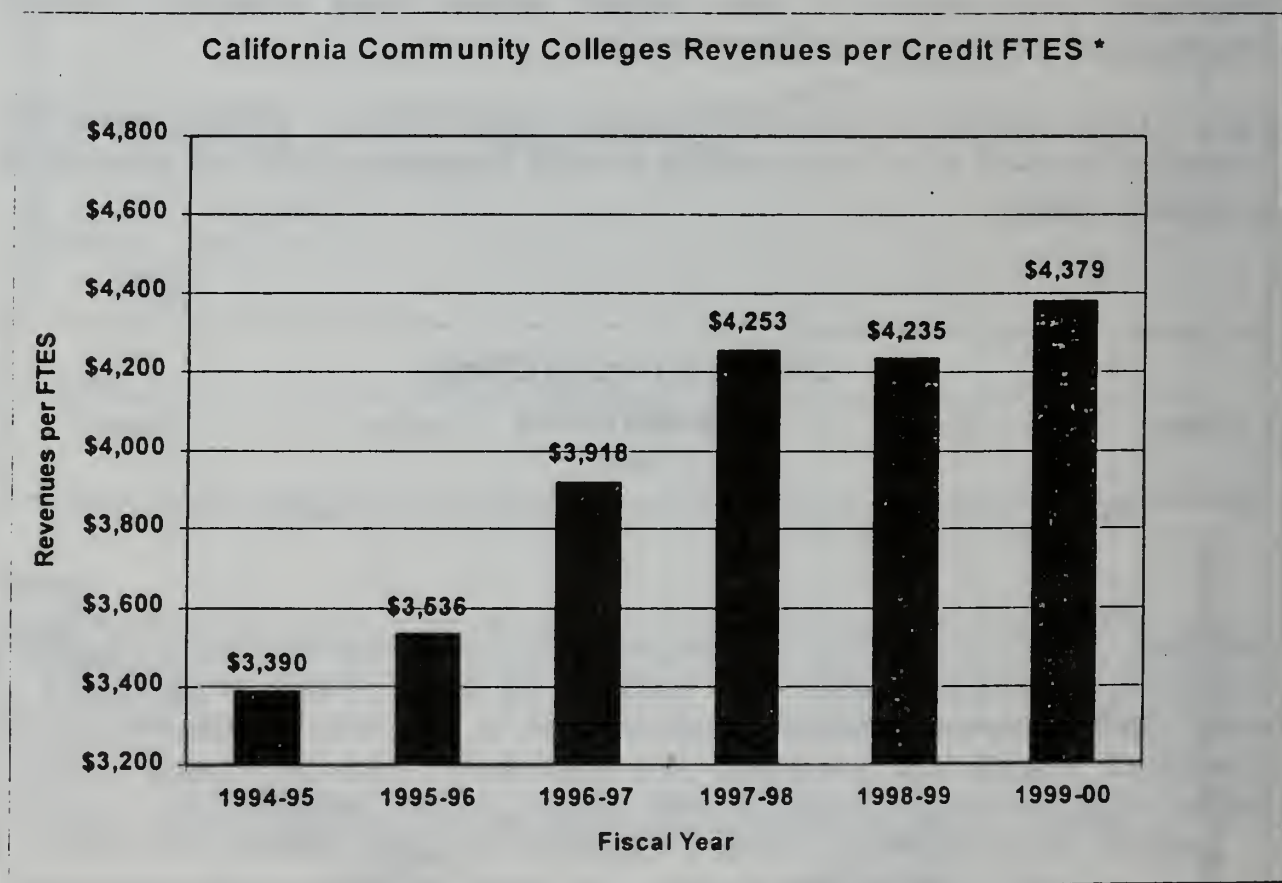
Table 2 below reflects the trend in FTES growth since 1990-91. (*Attendance FTES; **1990-91- 1999-00 % of Growth Funding from the State Budget, 2000-01 projected % of Growth funding)



Revenue per credit FTES

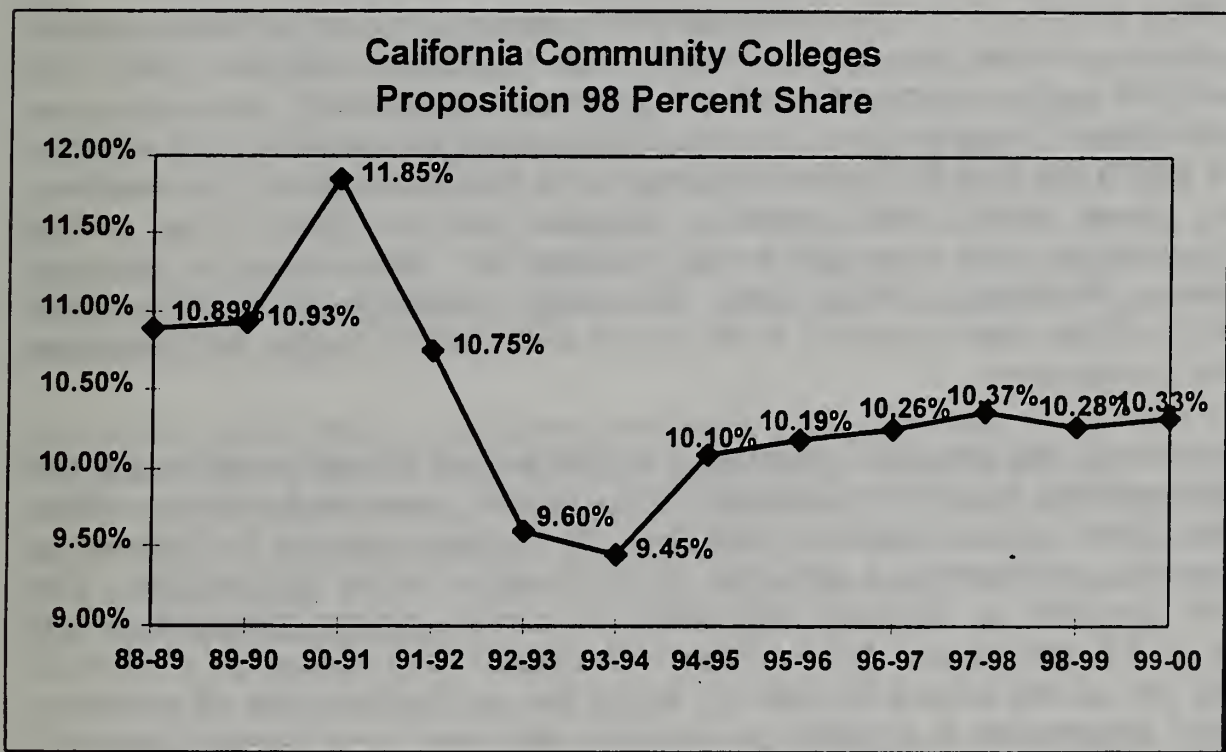
Funding per credit FTES in California Community Colleges has increased substantially over the past several years, although it still lags behind all the other education systems in the state, from K-12 through the university systems. It also lags behind over \$2,000 compared to the average funding per credit FTES for community college systems in the other states. The marginal reduction in the 1998-99 fiscal year is the result of significant funding provided on a one-time basis for the prior fiscal year.

Table 3 below displays the trend in revenue per credit FTES since 1994-95.



Proposition 98

Proposition 98, enacted over 10 years ago, has varied dramatically in the share of funding afforded community colleges. As noted on the chart below, in the first four years of Proposition 98 the community colleges received 11.11 percent of the K-14 revenues. However, as a result of the recession of the early 1990's and subsequently the public and legislative priority of funding K-12 class-size reduction, community colleges share of Proposition 98 fund took a significant drop and has only gradually made modest increases in recent years. The community college system continues to advocate on behalf of the budget change proposals approved by the Board of Governor's that would provide nearly 11 percent share of Prop. 98 funds in any given budget year.



California Community Colleges 1999-2000 Budget Overview

In November 1998, the Board of Governor's approved a system budget for ongoing local assistance programs of \$536 million and another \$50 million for one-time local assistance programs. The Governor's 1999-2000 January budget funded \$159.2 million of the CCC system budget priorities and \$22.4 million for three of the Governor's education budget initiatives. Of the funding for CCC system budget priorities, growth (2.5%) and COLA (1.83%) consumed \$146.7 million with the funding balance going to Partnership for Excellence (\$10 million) and Enhancing Transfer Effectiveness (\$2.5 million). The Governor's education budget priorities for CCC included \$1.8 million to expand the community college Middle College High School program, \$10 million to provide grants for Teacher and Reading Development Partnerships, and \$10.6 million for colleges to initiate a High School Report Card program.

In March, the Consultation Council discussed revisions to the system budget priorities in light of the potential May Revise, General Fund revenues. The BCP Task Force reviewed the budget recommendations and presented a revised CCC system budget to the Consultation Council in April. The revised CCC system budget was \$374.6 million or \$161.4 million less than the budget proposed by the Board of Governor's in November, funding fewer BCP's than originally approved by the Board. The revised recommendations were presented to the Governor in a letter signed by Board of Governor's, President Schrimp and Chancellor Nussbaum and the system recommendations were presented to the Senate and Assembly budget subcommittees for their consideration.

The Governor's May Revision recognized a budget surplus of over \$4 billion and the Governor provided \$100 million over the Proposition 98 guarantee for K-14 priorities. The May Revise adjusted the K-14 COLA from the January budget of 1.83 percent to 1.41 percent, representing a reduction of \$17.6 million in the CCC budget. The Governor provided an additional \$32 million to increase growth funding from 2.5 percent to 3.5 percent and \$12.9 million in Proposition 98 revenues as a result of reducing the current student fee from \$12 to \$11 per unit beginning this fall semester. Additional adjustments in property tax increases and lower lease revenue payments allowed for adjustments in state General Fund revenues.

The Senate augmented by \$73 million and the Assembly augmented by \$41 million over the Governor's May Revise to fund community colleges, system budget priorities. The Senate provided a higher level of funding, over-appropriating Proposition 98 funds by a higher level than the Governor's May Revise, while the Assembly decided to work within the Governor's May Revise numbers. The Chancellor along with the members of the Consultation Council signed a letter supporting the higher levels of funding provided by each house in the community college budget.

The two-house conference committee completed their work on Friday, June 11 and provided \$255.9 million in on-going revenue and \$13.3 million in one-time revenues for community college budget priorities. While the conference committee supported an additional \$56 million over the Governor's May Revise, the Governor's Office indicated he would only support an additional \$45 million for the CCC over the May Revise amount. The Board President Roger Schrimp and Chancellor Tom Nussbaum sent a letter requesting the Administration to support all of the community college budget priorities.

Senate Bill 160 (Chpt. 50 – Peace) was signed by Governor Davis on June 29, 1999, marking the first time in recent years that the Legislature and the Governor were able to enact a state budget before the beginning of the new fiscal year. The budget included an augmentation of \$233.9 million in ongoing local assistance funding and \$11.5 million in one-time local assistance funding for the California Community Colleges. The Budget Act provided the highest level of growth funding (\$166.7 million or 3.5 %) the community colleges have seen over the past 10 years, assuring student access for some 34,000 additional FTES. The Partnership for Excellence received an increase of \$45 million, bringing the two-year total funding for system accountability to \$145 million. The Student Senate received their first budget augmentation (\$50 million) after a six year effort and the Academic Senate received their first budget increase (\$45,200) in over a decade. Student outreach programs such as Mesa (\$2 million) and the Disabled Student Services program (\$5.2 million) also received long sought budget increases.

The budget trailer bill (AB 1115, Strong-Martin) included \$10 million in one-time funding for scheduled maintenance, instructional equipment, library materials, and technology. For the second year in a row, 100 percent of the Board of Governor's adopted capital outlay projects were approved by the Legislature and the Governor. In summary, it was another good year for state funding to address the overwhelming needs of California's community colleges.

California Community Colleges 2000-2001 Budget Overview

The Board of Governor's process for the development of the community colleges system budget begins with seeking the advice of districts and colleges, through their shared governance process on the system budget priorities. In January, Chancellor Nussbaum sent a letter to community college system indicating that the development of the system budget would begin and a calendar was included to meet the appropriate Chancellor's Office, Board of Governor, and Department of Finance deadlines. The system responded, through the shared governance process, on a number of fiscal, policy, and regulatory issues that needed to be addressed. Fiscal issues were directed to the Consultation Council Budget Change Proposal (BCP) task force, policy issues were referred to the Chancellor's Office, legislative division, and regulatory issues were assigned to various task forces or the respective program areas in the Chancellor's Office.

The BCP task force continued the deliberations on the system budget by reviewing recommendations from the Chancellor's Office, the system budget recommendations, and budget issues referred through Consultation Council. After numerous meetings, system budget recommendations were presented to the Board of Governor's in July in the form of "concept papers" to be developed into BCP's. In August the Consultation Council reviewed the 2000-2001 CCC System Budget proposal to come before the Board of Governors in September. The BOG's recommendations will be forwarded as BCP's to the Department of Finance for their review and recommendation to be included in the Governor's January budget.

The 2000-2001 Community Colleges System budget is \$533.7 million to fund 8 ongoing local assistance recommendations. As identified at the end of this overview, the largest augmentation is for General Apportionment (\$251.8 million) to fund the "COLA Plus-One" at 2.75 percent and 4 percent growth to assure student access. The Cola Plus-One provides funding resources to meet ongoing local mandated costs and collective bargaining issues faced by community college districts. There is \$155 million proposed for the third year of Partnership for Excellence recognizing the state investment of \$100 million per year, the encouraging reports by districts to meet the statewide goals and outcome measures, and the \$2,000 disparity between California Community Colleges funding per FTES in comparison to the national average.

The Consultation Council Funding Formula Task Force supported the expansion of the Cola base and the Cola Plus-One effort. The task force recognition that, if successful in achieving the \$155 million in PFE funding, non-credit funding will increase by over \$160 per FTES. The increase in non-credit would allow for the joint K-12, CCC task force to recommend a K-14 solution on adult education and non-credit in the 2001-2002 fiscal year. The Funding Formula Task Force also agreed on a one-year proposal for Equalization that would allocate 50 percent of the funding on the current Program-

based funding model and 50 percent of the funding for those districts that have historically been low on their revenue per FTES. The task force also recommended a one-year adjustment on the growth funding to give greater weight to districts with significantly underserved populations.

Other system budget priorities included Student Outreach and Access (\$27.9 million) to fund Puente, EOPS, and DSP&S programs given the overwhelming demand by students needing these services. The Faculty Diversity and Quality (\$18.7 million) proposal is a coordinated effort with the California State University to encourage community colleges students to pursue careers as community college faculty. The TTIP (\$16.3 million) and the Economic Development (\$9.9 million) proposals represent modest increases to address the demand by colleges for technology staff resources and continue expanding Regional Collaboratives to allow for community college students to be prepared to enter California's ever-changing economy. Finally, the \$38 million for Scheduled Maintenance will fund hazardous materials clean-up, American with Disabilities Act (ADA) projects, and desperately needed seismic retrofitting of college classrooms.

The BCP task force is supporting two technical BCP's pertaining to Federal Title IV Returns and Student Aid Administrative Allowance. In addition, the task force also recommends \$83.5 million for the Instructional Equipment and Scheduled Maintenance Block Grant (\$35 million), Federal Ethnicity and Race Reporting (\$3.5 million) requirements, and Workforce Equipment (\$45 million). In addition, we are continuing to pursue \$10 million from the Petroleum Violation Escrow Account (PVEA) to fund energy efficient facility projects.

Consultation Council's BCP Task Force

Sergio Carrillo, Student Senate Representative
Gary Cook, Chancellor's Office
Patrick J. Lenz, Chancellor's Office
Diane Michael, Chief Instructional Officers
Ron Reel, Community College Association/California Teachers Association
Dennis Smith, Academic Senate
Chuck Spence, Chief Executive Officers
Janet Thomas, Chancellor's Office
Tom Tyner, California Federation of Teachers
Evelyn "Sam" Weiss, Faculty Association of California Community Colleges
Robert Wickstrom, Chief Business Officers
Fusako Yokotobi, Chief Human resources Officers

**CALIFORNIA COMMUNITY COLLEGES
2000-2001 ONGOING LOCAL ASSISTANCE
(\$533,654,200)**

Apportionment		\$252,821,400
2000-2001 inflation (2.75%)	\$108,346,000	
2000-2001 growth (4%)	\$144,475,000	
Equalization		\$ 15,000,000
Partnership for Excellence		155,000,000
Student Outreach and Access Programs		27,909,200
Faculty Diversity and Quality		18,700,000
Telecommunications and Technology Infrastructure Program		16,300,000
Economic Development		9,924,000
Scheduled Maintenance and Special Repairs		38,000,000

**2000-2001 ONE-TIME LOCAL ASSISTANCE
(\$83,520,000)**

Instructional Equipment, Scheduled Maintenance Block Grant	\$35,000,000
Federal Ethnicity and Race Reporting	3,520,000
Workforce Equipment	45,000,000

**2000-2001 ONE-TIME LOCAL ASSISTANCE, SPECIAL FUNDS
(\$10,000,000)**

Energy Savings Projects (PVEA funding)	\$10,000,000
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**CALIFORNIA COMMUNITY COLLEGES
2000-2001 LOCAL ASSISTANCE
BCP'S AND BASELINE BUDGET**

TITLE	2000-01 BCP's	1999-00 BASELINE	PROPOSED 99-00 BASE
Ongoing Proposals			
Apportionment	\$ 252,821,000	\$ 3,300,551,000	\$3,553,372,000
Partnership for Excellence	155,000,000	145,000,000	300,000,000
Equalization	15,000,000	0	15,000,000
Student Outreach	27,909,200	120,989,000	148,898,200
Faculty and Staff Diversity	18,700,000	5,233,000	23,933,000
TTIP	16,300,000	28,000,000	44,300,000
Economic Development	9,924,000	33,072,000	42,996,000
Scheduled Maintenance	38,000,000	39,000,000	77,000,000
Total Ongoing Proposals	\$533,654,200	\$3,671,845,000	\$4,205,499,200
One-Time Proposals			
I.E &S.M. Block Grant	35,000,000		
Fed. Ethnicity Reporting	3,520,000		
Workforce Equipment	45,000,000		
NON-PROP. 98 FUNDING			
Energy Saving Projects	\$ 10,000,000		

**CALIFORNIA COMMUNITY COLLEGES
2000-2001 SYSTEM BUDGET, ONGOING LOCAL ASSISTANCE
(\$533,654,200)**

APPORTIONMENT

\$252,821,000

Background/History

Statute prescribes the minimum workload (FTES and headcount) increase based on the rate of change of the adult population, which may then be augmented through the budget process to reflect such other factors as statewide priorities, the unemployment rate, new or under-utilized physical capacity for student enrollment, and the number of students graduating from California high schools. Limits of funding growth at California community colleges have been part of state policy for more than a decade. This is coupled with significant changes in the demography and economy of California, changing admission standards and course offerings at four-year institutions, redirection of lower division students to community colleges and the need to provide training and retraining opportunities to accommodate the changing labor force.

In the 2000-2001 fiscal year, the community colleges will continue to face the problems of increasing costs and demand for instructional services. Adequate funding of the statutory increases for inflation, workload, and program improvement/equalization will be vital. Statutory funding provisions (ECS 84750) require certain annual increases (COLA and growth) and prescribes how those increases are to be determined. These programs need to be adequately funded in order for districts to maintain their ability to provide quality instructional programs.

State Level Consideration

The growth at 4 percent (\$144,475,000) for the General Apportionment item represents the vision of the Board of Governors to improve the student participation rate from 61 students per 1000 adult Californians to 73 students per 1000 adults. The 4 percent request also reflects the significant growth that is occurring at our community colleges as a result of Tidal Wave II, workforce preparation, and California State University's (CSU) decision to limit the time their students can successfully complete their remediation courses. For those students who don't complete their remedial course in the prescribed time limit, CSU is referring these students to the community colleges to complete these studies.

The Cost of Living Adjustment (COLA) requested is based on current statute provided to K-14 (1.41 percent) in the 1999-2000 budget and the maximum statutory rate that is anticipated to be included in the 2000-2001 state budget. The CCC system is proposing a "COLA plus one" percent proposal that reflects the anticipated statutory amount the

state will provide in 2000-2001, but recognizes that any COLA below 2 percent cannot meet the needs of annual cost mandates or collective bargaining agreements incurred by the districts. A 2.75 percent COLA recognizes an anticipated statutory amount of approximately 1.75 percent (\$75,341,000) and a 1 percent (plus one of \$33,005,000) increase to provide funding that reflects district's annual COLA costs. The additional \$33 million would allow districts to address such issues as pro-rata pay for part-time faculty, increasing health care costs, or other local mandated cost needs. This item also reflects an expanded base to the traditionally funded general apportionment COLA items.

Justification

California Community Colleges are charged with the responsibility of providing instruction in collegiate courses for transfer to other institutions, vocational and technical courses leading to and/or upgrading employment, general and liberal arts courses, adult noncredit courses, and community services programs to California's residents who are 18 years and older. The system provides instructional services to over 1.4 million students each year.

In addition, the Board conducts special programs under the authority of the Education Code in which the program costs in each are approximately 90 percent personnel expenses that are subject to the same collective bargaining constraints as the regular campus programs. COLA and growth for each program are discretionary and if set below that provided to general apportionments, these programs would be unable to maintain the prior year level of service compared to other institutional programs and services. These programs include EOPS, DSPS, CARE, Matriculation, and Basic Skills. Adequate funding of growth and cost-of-living adjustments for these programs is necessary for student access and success. Further, COLA is requested for a cohort of specific ongoing programs. These programs allocate funds to districts on a formula basis, and require COLA to maintain the same level of service from year to year. These programs include: Partnership for Excellence; BFAP Administration; Foster Care Education program; Academic Senate; Faculty and Staff Diversity; Faculty and Staff Development; Telecommunications & Technology Infrastructure; and, Instructional Equipment & Library Materials.

The community colleges are advocating full funding of the statutory/regulatory provisions plus discretionary COLA and growth funding for areas of statewide interest. The "COLA plus one" proposal recognizes the community college history of not providing adequate funding for annual cost-of-living adjustments, the recent decline in statutory COLA, and the more compelling argument that districts are unable to meet their annual COLA mandates at a funding level of less than 2 percent.

CCC COLA History Since 1991

<u>Year</u>	<u>CCC COLA</u>	<u>Statutory COLA</u>
1991-92	0%	5.11%
1992-93	0	2.18
1993-94	0	2.05
1994-95	0	1.99
1995-96	3.07	3.07
1996-97	3.06	3.06
1997-98	2.97	2.97
1998-99	2.26	2.26
1999-00	1.41	1.41

The COLA plus one alternative would also maintain current programs and services, continue the Administration's policy of providing special programs COLA and growth equivalent to other institutional programs.

Background/History

The Partnership for Excellence (PFE) program is a mutual commitment by the State of California and the California Community College's system to significantly expand the contribution of the community colleges to the social and economic success of California. The PFE initially established transfer, degrees and certificates, workforce preparation, successful course completion, and improving basic skills as the community college system goals and specific outcome measures within each of these goals. The BOG will consider "transfer prepared" as a sixth goal sometime this fall.

The statutory authority for community college accountability is established in AB 1725 (1988) with the expressed Legislative intent to: "... foster the creation, implementation, and phase-in of a comprehensive community college accountability system which describes the performance of community colleges in meeting ... educational needs of students, ... and performance data on students, programs and institutions. It is further the intent of the Legislature that this accountability system assist all participants of the community college system ... in identifying the educational and fiscal strengths and weaknesses of colleges in order to improve educational quality in community colleges." (Section 71020.5)

The mission of community colleges has changed over the past 10 years. Colleges continue to offer students an opportunity to earn an associate degree and prepare students to transfer to four-year institutions. However, the role of community colleges in workforce development has increased with the changing California economy, the college's role in economic development, and most recently, the coordinated effort as a result of welfare reform to move students into family supportive employment. The latter endeavor requires colleges to expand their coordinated activities with social services, employment development and local economic/job market interest.

State Level Consideration

The Partnership proposal will significantly impact the state economy as colleges prepare students in the areas of workforce development and welfare reform. Students at the community colleges often attend to obtain the skills and knowledge to enter the workforce and to upgrade their employment skills. An increase is anticipated in the number of successful completions in vocational courses that would be achieved through the state's investment in Partnership. In addition, the number of businesses benefiting from training provided to community college students will increase. The California economy is dependent on community colleges playing a significant role to ensuring an educated and well-trained workforce.

The Chancellor's Office, through the consultation process, has included as systemwide goals, increasing the number of degrees and certificates, improving successful course completions, and improving students basic skills coursework at least one level above their initial pre-collegiate placement. The Consultation Council is prepared to make a recommendation on transfer prepared at the September BOG meeting. The community college system recognizes that a \$100 million annual investment in the PFE program will allow for improved student success that reflects the highest education policy objectives of the State.

Justification

Since the 1998 Budget Act, the state has provided General Apportionment funding to enhance the success of student outcome measures and improve a Full-Time Equivalent Student (FTES) funding level that is \$2,000 below the national average. The Board of Governors approved 5 goals and outcome measures that assumed an annual investment of \$100 million over COLA and growth funding. The 1999-2000 budget, as enacted, invests \$145 million in the second year funding for the Partnership for Excellence program. The \$155 million proposed for the 2000-2001 fiscal year provides the revenue to the districts and colleges to achieve the CCC systemwide goals and outcome measures.

In December 1998, districts and colleges reported their long anticipated investment of the use of PFE dollars. The initial reports were very encouraging as many districts enhanced current transfer programs through additional hiring of counselors, student outreach programs, expanding articulation efforts, and developing models to evaluate student success. Other districts, forced to cut transfer programs in the early part of the decade were reinvigorating their transfer centers, hiring transfer directors, and developing new degree, certificate, and honors programs. These efforts will move colleges to achieving their goal of 23,000 new transfers of community college students to four-year baccalaureate institutions.

Another system goal, increasing the number of student degrees and certificates by nearly 30,000, will be no small task over the next four years. However, colleges are reporting the hiring of instructional support staff, developing computerized student databases for degree tracking, hiring more instructional aids and tutors, and streamlining the curriculum approval process that will move them to this goal. Similarly, successful course completions are the result of additional instructional faculty and staff hires, increased tutoring services, enhanced retention programs, improved student to counselor ratios, and increased librarians and library services.

A number of the previously mentioned program investments by colleges are applicable to improvements in student's basic skill programs. This is evident by the number of faculty hires for English composition, basic mathematics, English as a Second Language (ESL), ESL labs and transition centers, intensive math and English remediation, and

evaluation of basic skills course offerings. Finally, the area of workforce preparation is seeing additional hiring of career counselors, expansion of career and placement office services, student employment tracking, outreach for business recruitment and curriculum development to meet local workforce demand.

The December 1998 report projected by colleges and districts on their initial PFE investments will be followed up with an October 1999 report on what investments actually occurred in fiscal year 1998-99 and those student investments anticipated for the 1999-2000 fiscal year. This \$155 million augmentation is to continue to invest in community college students and to ensure these students have access to academic programs, continuing education resources and employment opportunities that are provided to all higher education students. The commitment by the community colleges to achieve success in the system goals and outcome measures will continue and will only be enhanced with the \$155 million investment.

EQUALIZATION

\$ 15,000,000

Background/History

Equalization funding was originally conceived in the development of the Program-based funding model derived as part of the funding formula for community colleges after the passage of Assembly Bill 1725. Program-based funding established standards that districts had to achieve to receive funding according to five program categories (Instruction, Instructional Services, Student Services, Institutional Support, and Maintenance and Operations). A district's percent of standard was established and for those districts that were at the lowest percent of standard, an equalization model was developed that would eventually bring all districts up to the statewide average percent of standard. Equalization constituted 10 percent of the COLA funding averaging around \$6 to \$9 million, based on the level of COLA requested in any given fiscal year.

In over 10 years since the inception of Program-based funding, the community college system has only received equalization funding on just three occasions. The last time funding was provided (\$8.6 million) was in the 1997 Budget Act, and Governor Wilson funded this as a trade to get a mandatory K-12 testing program. Equalization funding was not provided on the merits of improving district percent of standard, but as a political trade-off to fund the Administration's K-12 priority. This was evident by Governor Wilson's veto message of \$8,939,000 in the 1998 Budget "This money should go to other higher priority items that provide greater instructional benefits to students".

State Level Consideration

Despite the Governor's veto, the Legislature has supported equalization funding each year the system has included it as a budget priority, until this year. In the 1999 budget discussions, a new "equalizing" issue came before the legislature by districts that believe the current program-based funding model for equalization does not equalize. This statement refers to those districts that are below the statewide average on revenue per FTES, rather than on a program-based percent of standard model. Districts advocating an equalization proposal based on funding per FTES argued that they were being under-funded for providing the same level of service to students as their neighboring district. While the disparity of funding is based on a number of historical factors, it's true that one community college district can be as much as \$2,000 to \$3,000 higher in funding per FTES than another community college district.

As this issue was moving through the legislative budget and policy committees, Chancellor Nussbaum called for a system task force to review the current program-based funding formula and make recommendations in the areas of equalization, growth, COLA, and non-credit funding. However, the level of confusion over the 1999 system's budget proposal for Equalization, led the legislature for the first time in recent

memory, to delete equalization funding in the two-house budget conference committee. The conference committee did adopt Supplemental Report Language requiring the Legislative Analyst Office to review the systems Program-based funding model and Assembly Bill 734 (Romero) requested that the Chancellor's Office report to the Legislature on the system's funding formulas.

Justification

The Funding Formula Task Force has made a number of short-term recommendations pertaining to equalization, growth, COLA, non-credit, and the current Program-based funding formula. The recommendation to the BOG as a system budget priority is \$15 million for an Equalization proposal that would allocate 50 percent of the funding on the current Program-based equalization funding model and 50 percent on a new "revenue per FTES" funding model. This funding allocation would be for one year to understand the impact of providing equalization funding to address the inequities of districts at the bottom of the Program-based funding percent of standard, and for those districts at the bottom of funding for revenue per FTES.

The Task Force recognizes the need for system unity in this short-term approach and also indicates this may not be the long-term solution. Districts at the bottom of the revenue per FTES have always had the benefit of some equalizing because the systems current growth and COLA funding are distributed on a FTES statewide average. More recently, Partnership for Excellence funding (\$145 million) has also been distributed on a FTES statewide average. The Task Force agreed that it is prudent to do a one-year review of this dual funding approach after it's implementation and after knowing what the system will achieve for growth, COLA, and PFE in the 2000-2001 budget.

STUDENT OUTREACH AND ACCESS PROGRAMS

\$ 27,909,200

Puente Program	3,366,000
EOPS	8,343,200
DSPS Service Levels	4,500,000
DSPS Equipment	11,700,000

Background/History

At its September 1998 Board of Governors (BOG) meeting, the BOG for the California Community Colleges (CCCs) adopted the California Community College Commitment to diversity. The California Community College Commitment states as follows:

As the largest public postsecondary education system in the world, California Community Colleges serve as a model of equity and access to public education for the nation and the world in an age of global interdependency.

The California Community Colleges are deeply committed to preserving and enhancing the diversity of students, faculty, and staff in order to maintain the excellence of our campuses and to serve as a reflection of the diversity of the population of California.

The Commitment then goes on to present several initiatives including creating an environment that fosters access for every community college student. This Budget Change Proposal (BCP) supports the goal of providing access to increase the success of underrepresented students in the Puente Program, Extended Opportunity Programs and Services (EOPS), and Disabled Students Programs and Services (DSP&S).

The general need for the expansion of these programs is an educational priority to the State of California, and the system must have resources to ensure the student population reflects the diversity of the state. Accordingly, additional outreach efforts are needed, especially in view of the anticipated demographics of the state. In addition, a significant number of students from underrepresented groups are already on our campuses, but have not taken advantage of supplemental services to assist them in being successful due to lack of knowledge about the programs or resource limits of the programs which have led to restricted outreach efforts.

State Level Consideration

In 1997, the California Community Colleges and the University of California established a Memorandum of Understanding (MOU) to maintain student diversity on campus and increase the number of underrepresented students who transfer to four-year colleges and universities. The MOU established an intersegmental goal of increasing the CCC transfer rate to UC by 33 percent and specifically called for an expansion of the Puente

Project to help meet that goal. Similarly, the Outreach Task Force of the University of California called on each outreach program, including Puente, to double the number of students who are eligible for the University, and to increase the number who are competitively eligible by 50 percent by the year 2002.

The EOPS serves students who did not receive funding where there is a clear workload adjustment needed to meet the Community College commitment to diversity. Based on information submitted to the Chancellor's Office through the MIS system, there are approximately 8,343 additional students already attending community colleges who meet the income criteria and unit criteria for EOPS. These students are not participating in the program as a result of funding limitations. Title 5 allows programs to accept students enrolled in 9 to 11.9 units to participate in the EOPS program. An additional 9,198 students could be served from this group if funds were available.

California Community Colleges are required to provide program accommodations and auxiliary aid services to students with disabilities as required by the Americans with Disabilities Act (ADA) and Section 504 of the 1973 Rehabilitation Act. At this time, there is not sufficient funding allocated to the colleges to meet the actual costs of the disability related service needs of current students with disabilities. Therefore, colleges not only have a potential legal problem in this regard but also understandably are reluctant to conduct outreach efforts to bring in additional students. Compounding the access problem is the recent statewide survey by the Office of Civil Rights (OCR) that requested the Chancellor's Office to investigate nine specific areas where students with disabilities may be denied equal educational opportunities. These deficiencies were particularly applicable in the areas of computer-based and distance learning education.

The student outreach and access programs address the current resource limitations and outreach efforts by augmenting the nationally recognized Puente program, expanding the EOPS and DSP&S programs, and funding the legally required federal mandate to provide print information, access to distance education, and electronic information to students with disabilities.

Justification

The Chancellor's Office is proposing budget augmentations to address the expansion of the Puente program (\$3,366,000), EOPS (\$8,343,200), and DSP&S (\$16,200,000) to address the needs in the community colleges for student outreach and access programs. The Puente augmentation will expand the number of programs from 40 to 75 and increase the number of students served from 33,000 to 62,500. The increased funding will also provide training resources and administrative support at no cost to the districts.

Of the \$16.2 million proposed for DSP&S, \$4.5 million would restore service levels that have been eroded due to student population growth, and \$11.7 million is to address the

specific deficiencies identified by the OCR. The OCR deficiencies are related to access to print information, distance education, electronic information technical support, and research/resource information support. The DSP&S augmentation will ensure that students with disabilities will not be denied access because of unique equipment needs, access to distance education classes, or lack of appropriate faculty and staff support to assist with course instruction.

The \$8.3 million of additional EOPS funding is needed for three specific purposes:

First, \$4.8 million is requested for outreach and EOPS services for additional students who are already on campus and who are likely to be EOPS eligible. Systemwide MIS data indicates that 17,541 students not currently participating in EOPS are eligible for fee waivers and are likely to meet the income and unit load requirements for the program. The Los Angeles Times (July 11, 1999, Financial Aid Eludes the Poorest Students and August 11, 1999, Students Need to Know More About Aid Educators Say) reported that lack of knowledge about financial aid for low income students remains a major problem. If EOPS were able to serve additional students, information about supplemental services, including financial aid, would be more readily available to these students. In addition, EOPS services could assist disadvantaged students navigate the complex financial aid options and application processes. It is estimated that at least 45 percent of these students would be eligible for, and would utilize, EOPS services if they knew of their availability. To meet this need, resources are requested to provide EOPS services at \$608 per student for 7,893 of these current students, for an amount of \$4,799,217.

Second, additional funds are needed to provide students with adequate supplemental services, including funds to purchase textbooks. In 1998-99, 55,250 EOPS students out of 85,900 received partial financial assistance in purchasing required textbooks. It is estimated by the SEARS study that textbooks cost the average college student approximately \$810 per year. Currently, the 55,250 EOPS students who are provided assistance with books receive approximately \$225 per year rather than the full amount. Additional resources are needed to serve 50 percent of the remaining 30,650 students (15,325 students) at the level of \$225 each for a total of \$3,448,125.

Third, funds in the amount of \$90,655 are requested to provide base funding for the EOPS program for the new Copper Mountain College which is expected to be eligible for funding in the 2000-2001 fiscal year. This funding will also assure that funding at College of the Desert for EOPS can be maintained at 95 percent of its prior level without adversely affecting the remainder of the state.

FACULTY AND STAFF DIVERSITY AND QUALITY

\$18,700,000

Background/History

In AB 1725 (1988), the Legislature declared that it is educationally sound for both minority and majority students, male and female to experience their education in a diverse environment. The authority and responsibility for Community Colleges to achieve faculty diversity can be found in Education Code, Sections 87100 et seq. and Title 5, California Code of Regulations Sections 53000 et seq. The entire Community College system would greatly benefit from a diverse and quality faculty. Given the differing needs of a diverse student body and changing demographics, the State should invest in staff development opportunities to keep pace with changing student demand and to improve the quality of instruction.

The Faculty and Staff Development fund was established nearly ten years ago by legislation which envisioned that no less than two percent of the community college system budget would be dedicated to faculty and staff development. Today that amount would equate to approximately \$70 million. The initial funding of \$5 million provided an average of 0.5 days of training for a work force of approximately 60,000. An additional \$4 million for technology training was added for the 1997-98 fiscal year, bringing the total per staff person per year to one day's training. As of today, there has been a 41 percent increase in the CPI from 1989, and the COLA for the community colleges has been about the same. If the allocation for staff development had received the same 41 percent increase that the rest of the community college system had received, today's figure would only be \$7 million, still far less than the original proposal of two percent of the overall budget.

Despite the absence of significant progress in achieving greater faculty and staff diversity and improvements in staff development, with the exception of faculty and staff development, there have been no similar proposals and program changes to reach these goals. Recognizing that there has been little progress in faculty diversity, the Board of Governors has recommitted to achieving diversity by proposing 28 action steps in the California Community College Commitment: Action Plan that address diversity and equity. The Action Plan is in the initial stages of implementation and has yet to be evaluated for effectiveness and efficiency.

State Level Consideration

The State should assume responsibility for this proposal because it requires the authority and leadership at the State level to improve faculty diversity and quality. This proposal will improve faculty diversity and quality by providing more individual opportunities for historically underrepresented groups to enter into faculty preparation programs by increasing focused recruitment activities and by expanding development, leadership, and support functions. The proposal will significantly improve the services

provided by the districts and ultimately the education for the student body. Each component in the proposal is essential because improving faculty diversity and quality requires a multitude of approaches.

This Faculty and Staff Diversity and Quality proposal is a long-term high priority need because it will take sustained effort to show significant improvements in the faculty diversity and quality. The Board of Governors has deemed the improvement of faculty diversity and quality as a high priority as evidenced in "*The California Community College Commitment To Diversity: Action Plan*" and "*California Community Colleges 2005*". It will take significant resources to solve this enduring problem and as such should be the appropriate responsibility of the State. Without adequate resources, insufficient attention will be given to improving diversity and enhancing quality.

There are no other state funds identified for this specific purpose. Education Code Section 87107 states that by the year 2005, the Community College's work force will reflect proportionately the adult population of the State, and the three objectives contained in this proposal are quantifiable by the use of this goal. Factual data, existing statute, and regulations as well as the Board of Governor's policy on faculty and staff diversity support this proposal. The system policy on faculty and staff diversity and development is embraced within statute, regulations, and "*California Community College Commitment to Diversity: Action Plan*". This BCP is consistent with all relevant State policy.

Justification

By 2010, the California Community Colleges will have replaced a majority of its current workforce, as well as enlarged it to meet expanding enrollments. By then, the Community Colleges may have made around 41,000 new hires, including 28,000 full and part time faculty, 600 professionals, 1,400 administrators, and 10,000 other classified.

In order to keep a work force current and an enterprise operating in an effective manner, in-service training must be adequately supported. Approximately 80 percent of the community college budgets are spent on personal wages and benefits. This represents a multi-million dollar investment in people that must be nurtured and protected. Beyond current conditions, we anticipate growth of more than 500,000 students in the next ten years. Such considerable growth of around 25 percent should translate into increased faculty and support staff to meet the needs of those students. Without sufficient resources allocated to the training of faculty and staff, we cannot expect to offer students the quality of service and instruction they will need to succeed.

According to the following table, the next decade will be an opportune time to diversify and improve the quality of the workforce and in particular the faculty. If more than half of these new hires are non-white, then parity in faculty and staff for the community

colleges could be achieved. If they are also prepared with new kinds of skills to teach a changing population with different learning styles, a significant transformation in the community college can be achieved.

Projected Hiring and Staffing in the California Community Colleges

	Column 1	Column 2	Column 3	Column 4	Column 5
	Total Workforce Fall 1998 ¹	Replacements Including Retirements ² 1998-2010	Estimated Growth ³ 1998-2010	Total ⁴ Hires Needed Fall 1998 through Fall 2010	Total Projected ⁵ Workforce Fall 2010
Full Time Faculty	18,266	6,621	4,868	11,489	23,134
Part-Time Faculty	31,616	8,704	8,289	16,993	39,905
Classified Professional	1,187	269	333	602	1,520
Academic Admin.	1,459	577	410	987	1,869
Classified Admin.	824	210	231	441	1,055
Other Classified	20,217	4,590	5,675	10,265	25,892
Total	73,569	20,971	19,806	40,777	93,375

In Fall 1998, over 50 percent of the California Community College students were ethnic minority; however, only 24 percent of the full-time faculty were ethnically diverse. In Education Code Section 87107 there is a goal that "by the year 2005 the system's work force will reflect proportionately the adult population of the state. For the purpose of administering this fund, the Board of Governors shall develop and apply availability data and factors for measuring district progress in contributing to this goal for the system". Recognizing that this is a work force goal, the figure noted above indicates a faculty corps that is not very diverse. The Legislature declared in Education Code Section 87100, that it is educationally sound for all students to have positive images and experiences with a diverse faculty that will improve the quality of instruction provided to community college students.

¹ *Report on Staffing and Salaries*, Fall 1998, Policy Analysis and Management Information Services Division, Chancellor's Office, California Community Colleges.

² Assumption – All current employees age fifty and above will retire by Fall 2010. Estimate annual replacement rate for all employees to be three percent (3%).

³ Estimate based on current student-to-faculty ratio (30.4 to 1, Fall 1996), applied to approximately thirty percent (30%) increased student enrollments by 2010: *2005 - A Report of the Task Force for the Chancellor's Consultation Council*, September 26, 1997. Non-faculty estimates based on current proportion of staffing.

⁴ Sum of Columns 2 and 3.

⁵ Sum of Columns 1 and 3.

The objectives, components, and specific funding for this Budget Change Proposal (BCP) are as follows:

- a. Expand the Pipeline for \$8 million (provide an average of \$112, 676 to each district) to increase faculty internships (\$5 million) and enlarge teacher preparation programs with targeted recruitment for entry in these programs (\$3 million).
- b. Expand Recruitment for \$2.5 million (provide an average of \$35,211 to each district) to conduct focused in-state and out-of-state recruitment.
- c. Augment Faculty and Staff Diversity Fund for \$4.2 million to increase funds for 1. in-service training and related diversity programs, 2. fund incentives to hire members of historically underrepresented groups, 3. increase funds for special projects affecting faculty and staff diversity, and 4. increase funds for Faculty and Staff Diversity Registry
- d. Improve Faculty and Staff Quality for \$4 million to augment the Faculty & Staff Development Fund (\$3.5 million) and Leadership development program (\$0.5 million).

The total proposed request is \$18.7 million. The existing resources are so insufficient that the system has only slightly improved faculty diversity. If there are to be meaningful improvements in diversity and quality, these programs need to be significantly expanded and funded.

TELECOMMUNICATIONS AND TECHNOLOGY INFRASTRUCTURE PROGRAM

\$16,300,000

Background/History

Technological changes are demanding an increasingly higher skilled labor force. Many of California's new workers will come from population groups that, in the past, have been underrepresented in post-secondary education. The challenge of improving access to education will be the challenge of the community colleges. Also, the projected population growth in the State will place a strain on the system with a 50 percent increase in enrollment in the next few years.

From 1996-97 to 1999-2000, the California Community College system has received \$83.3 million for the Telecommunications and Technology Program (TTIP). The program will be entering its fourth year and has achieved broad goals and objectives associated with implementing a statewide network connecting all of the colleges. The work completed in this period of time focused on the development of a system-wide infrastructure designed to connect the colleges in the system to share resources and enable collaboration both intra-segmentally and inter-segmentally.

The California Community College System developed its system-wide telecommunications and technology goals and objectives based on a planning effort funded by a federal planning grant received from the U.S. Department of Commerce in 1994. The planning grant was completed in two years and enabled the system to develop a strategic telecommunications plan that focused on inter-college connections as its first priority. This strategic plan, funded through the TTIP, was implemented in 1996 and referred to as Technology I. It standardized connection system-wide in data, video, satellite down-link, and library automation. It also provided funds for training faculty and staff, as well as research, development, and demonstration dollars for useful applications in the area of instruction, student services, and administration.

The TTIP also provided planning guidelines for colleges to plan for local use and development of telecommunication and technology. As the California Community College system nears the end of its first strategic technology plan (Technology I), it is in the process of completing a revised and updated version known as Technology II. The revised and expanded Strategic Telecommunications Plan (Technology II) will focus on the local college's infrastructure development and the use of applications at the local level by faculty, students, and staff.

State Level Consideration

The California Community Colleges are faced with two challenges as it prepares to address the needs of the state in the next ten years. There is an increasing dependence of society on telecommunications and technology and an increasing number of students coming to its doors. In a 1992 report, the California Department of Finance predicted 400,000 new students will be in the CCC system by the year 2005. The report stated that this would require 8 new colleges and 13 new satellite centers and more than \$2 billion in new capital needs. This proposal is needed for the CCC to be able to use telecommunications and technology as a way to fulfill its many goals and expectations.

Telecommunications and technology can provide access to students and to resources that will help them achieve their education and career goals. Technological change demands increasingly higher skills from the labor force. Like other states, California's economy is shifting from an industrial to a knowledge base, in which emphasis will be on communications and information processing; more on services and less on manufacturing. Most of the new jobs created during the next decade will require some post-secondary education. Community colleges train for virtually all of the largest growing job categories in California. Moreover, technological change means more jobs and career changes by workers and an increased need for occupational training and upgrading functions performed by community colleges.

The funding of this Budget Change Proposal will address several problems facing the California Community College (CCC) system. The appropriate uses of telecommunications and technology need further research and development as a way to address some of the critical challenges to the system. The California Community Colleges Chancellor's Office (CCCCO) needs to provide leadership and coordination in addressing all of these areas.

Justification

This Budget Change Proposal addresses three broad but important areas:

- access to higher education services (how technology can make it better);
- the product delivered at the CCC system (how technology improves instructions and course content); and
- productivity issues (how technology enhances the productivity, organization, personnel, and registration of students).

The three areas below, would be addressed in 2000-2001 as the system budget as part of the transition into Technology II:

System Network Expansion & Telephony/Audio Bridging on the Backbone -

Provide \$6.3 million to expand the 4CNet and add telephony capability. Expanding the backbone will accommodate increased traffic over the statewide network connecting all of the CSU and CCC sites. The capability of the 4CNet to continue to meet the needs of the two systems is linked to its ability to carry traffic over the statewide backbone. The growth of users as well as the introduction of new services, i.e., video conferencing telephony, and back hauling satellite signals to a satellite network headquarters will require growth of the backbone. The network is expanding from a 45 mbps network to a 112 mbps network in 1999-2000. In 2000-2001, the network will need to expand to 622 mbps.

These funds will also be used to provide telephony and audio bridging capabilities on the 4CNet backbone. This will enable colleges to communicate with each other with no long distance cost. The 4CNet network connecting colleges becomes a major voice link and will help reduce the cost of communicating between colleges. Audio bridging will enable the expanded use distance education in instruction/learning and providing support services to faculty and students.

Faculty/Staff Training - Expand the Human Resources technology fund by \$2 million. The ability of staff to effectively use the new technologies and capabilities that are being provided are embedded in the training of staff. There are 49,271 FTES faculty and staff in the system. The current allocation of \$6 million provides an average of \$122 per FTES. The increase of \$4 million will provide an average of \$202 per FTES. This will allow colleges to provide improved and more effective services to students.

Local Technology Support - Provide \$8 million to fund staff for technology support. As colleges deploy telecommunications and technology on campuses, it improves equipment, software, applications, and training; however, funds to hire new staff to support and maintain these functions are critical to obtaining the most effective use of the newly acquired equipment, software, etc. Funds may be used by colleges to support staff in any of the areas on college campuses. Depending upon salary and level, funds may support from 1 to 2 positions.

The Technology II plan will be completed in 1999-2000 and will influence the Budget Change Proposal process for 2001-2002. This Budget Change Proposal for 2000-2001 will serve as the final year of implementing Technology I and will be a bridging mechanism to Technology II. The first four years of Technology I provided significant resources and connectivity to the California Community Colleges. For a system of its size and history of decentralization, this was ground breaking. It has enabled colleges to begin to leverage other resources and activities in telecommunications and technology that was not possible before; however, there are critical activities that need to be supported to take advantage of the infrastructure that has been deployed.

Background/History

This proposal will augment the Economic Development program to increase the funds available for Industry-Driven Regional Education and Training collaboratives, establish a new information technology initiative; establish a funding mechanism to enable a response to new or emerging technologies or initiatives and designate economic service regions in the state.

The Economic Development proposal encompasses four main areas:

- 1) Response to the overwhelming demand for new Industry-driven Regional collaboratives to serve regional needs identified in the regional plans (\$7 million);
- 2) Response to the demand for a new initiative in the strategic priority area of information technologies (\$1.924 million);
- 3) A fund for emerging initiatives (\$500,000); and
- 4) Reconfiguration and designation of program services delivery based on economic and labor market factors (\$500,000).

State Level Consideration

There are four related areas of need for the Economic Development program. There is a need for the Economic Development Program to: (1) increase the funds available for Industry Driven Regional Education and Training Collaboratives; (2) establish a new Information Technology (IT) Initiative; (3) establish a mechanism of funding to enable a response to new or emerging technologies/initiatives; and, (4) designate economic service regions in the state.

- 1) Industry-Driven Regional Collaborative Projects were added to the Economic Development program in the 1997-98 budget augmentation. The component addresses a need for flexibility and regional response to training and educational services needs of the incumbent workforce and business. This is a popular grant category because it enables colleges to tell the state Economic Development program their needs. Ten eligible activities are available to colleges to mix and match to respond to regional and industry-cluster needs. Curriculum development, faculty mentorships and work-site experience, acquisition of equipment and subsidized student internships are examples of uses of the funds. Colleges can almost use the Industry-Driven Regional Collaborative RFAs as a reverse RFA request from the field.

The IDRC component addressed a need for flexibility and regional response to business training and assistance needs. The initial Request for Applications for the augmentation funds of 1997-98 resulted in 46 applications, 38 of which were

approved for funding. Eleven of the 38 projects were funded initially. Funding was made available to the remaining 27 projects in June of 1998, with the approval of a Section 28 request to move funds from the Job Development Incentive Training Program to the IDRC. The Request for Application process initiated for the 1998-99 fiscal year, resulted in 45 applications for IDRC funding. Forty-three (43) projects were approved for funding. Six 1997-98 projects approved for second year funding and six new projects were funded for 1998-99. A \$4 million augmentation in August of 1998 funded 20 more projects, leaving 17 approved projects without funds at that time.

- 2) The Economic Development Program has a demonstrated need to add a new initiative to the existing ten initiatives in the area of Information Technologies. Information Technology is a statewide industry cluster and IT Centers are needed in all ten regions of the state. \$1,924,000 will be needed.

The new Information Technologies Initiative will encompass the development of statewide curriculum in the following areas: (1) Information technologies - Information System (IS) Technician, Geographic Information System Technician, Home Office (Telecommuting Technology), and Information Software Specialist. (2) Computers - Intelligent Control Systems, Network Technician, Telecommunication Technology, and Personal Computer Hardware Specialist. This proposal will do the following: establish the Information Technologies Initiative, fund one statewide initiative director, and ten Information Technologies Business/College Assistance Centers.

Using the most recent data from California EDD, total computer-related jobs will rise in this state from 251,150 (1993) to 377,960 (2005). A rise of more than 50 percent. Total jobs for information-related occupations has been identified as even more explosive. Total information-related jobs by a recent EDD study show an increase of 2,838,870 or 28 percent. By 2005, 85 percent of all jobs will be information-based. Fully one third of the recent economic miracle the U.S. has experienced is directly related to Information Technologies. This should erase any doubt that a major structural change has taken place in the economy. We must train students to fill these needs, and faculty to train the students.

In 1998-99, the field requested the Chancellor's Office to issue Request for Applications (RFA) for Information Technology Centers for 1999-2000, even though no funds were available to fund them. A BCP had been submitted to the Department of Finance for funds for IT for 1999-2000. That BCP has not been approved to date; however, 12 applications were received from across the state in response to the RFA. Eleven of the applications were approved. This overwhelming response to an RFA with no funds attached, confirms the need for this initiative to be funded.

- 3) A fund is needed that will enable approved, new initiatives to have immediate funding to startup. A \$500,000 fund needs to be established as a mechanism to address emerging initiatives. Information Technologies and Multimedia have recently emerged and are examples of a new funded initiative and an initiative-in-waiting. Both received consensus from many colleges, the statewide committees and the Economic Development Executive Committee as obvious growing/emerging California industries with skillsets needs that should be addressed, but the funding had to follow later. The purpose of a new initiative fund is to have funds readily available to enable new initiatives to move into implementation. There are many waiting priorities and if one is recommended to become an initiative, it will expedite the ability of colleges to respond to the local need.
- 4) In response to statutory mandates and regional planning, it is necessary to review and consider the reconfiguration and designation of new economic development service regions based on economic and labor market factors, as opposed to the ten administrative regions currently designated. A study, designation and funding of the new responsive regions will require \$500,000. Legislative language requires the Community Colleges to designate economic development regions for the state. A study performed during the 2000-2001 fiscal year may result in the designation or reconfiguration of regions to align with regions as described in the Regional Workforce Preparation and Economic Development Act plan.

Justification

The Economic Development Budget Change Request for 2000-01 requests \$9.924 million and encompasses four main areas: (1) response to the overwhelming demand for new Industry-Driven Regional Collaboratives to serve regional needs identified in regional plans - \$7 million; (2) response to the demand for a new initiative in the strategic priority area of information technologies - \$1.924 million; (3) a \$500,000 fund for emerging initiatives; and, (4) response to statutory mandates and regional planning which requires consideration of reconfiguration and designation of new Economic Development Regions for program services delivery based on economic and labor market factors \$.5 million.

The proposed Economic Development projects respond to the needs of the new economy and the largest economic development issue in the state, which is need for skilled workers. The proposed projects are flexible and regional, and assists the colleges in responding to industry sector needs to create the jobs of tomorrow and well-educated students to fill the jobs.

SCHEDULED MAINTENANCE AND SPECIAL REPAIRS

\$38,000,000

Background/History

Due to limited resources, community colleges have been unable to adequately maintain and repair their physical facilities. The aging of the facilities and the utility/mechanical systems that support them exacerbates this problem. Although some of the colleges were built in the early 1900's, most were built in the 1950's. Many of the newer colleges, as well as the older ones, have infrastructures that are in need of repair or upgrade. This program was established in 1981 and has been instrumental in addressing substantiated maintenance and special repair projects submitted by the community colleges. It is the intent of the program to target those structures and their related infrastructures that are in the most need of repair.

The Chancellor's Office uses the district's annual Scheduled Maintenance Five-Year Plan to substantiate project needs and determine the dollar amounts required to meet those needs. The five-year maintenance plan includes projects, dollar amounts, and time frames for preventive as well as scheduled maintenance projects anticipated by each community college district. A copy of the 1999 Five-Year Plan will be provided after submission by districts in December 1999.

In addition, districts submit individual project proposals identifying the scope and justification for each project. For Fiscal Year 1999-00, over 1,280 scheduled maintenance projects valued at over \$209 million are identified in the individual project proposals. Some of the more common types of problems that tend to plague the colleges are, in priority order: roof, mechanical, and utility repairs/replacement; infrastructure/land erosion control; replacement of doors, windows, floors, ceiling and hardware; exterior/interior refurbishing; and resurfacing of walkways, running tracks and roadways.

State Level Consideration

The combining of the on-going programs into one funding stream will allow the Board of Governors to direct the funds to the system's highest priorities annually. The Department of Finance and the Legislature have already recognized the importance of this ability to meet the highest system priorities. The language present in the current year budget bill (SB 160) already gives the Chancellor of the California Community Colleges "the discretion to transfer funds among these schedules to fund the highest infrastructure priorities of the system." The programs to be merged are:

- 1) Scheduled Maintenance & Special Repairs Program;
- 2) Hazardous Substances Program;
- 3) Architectural Barrier Removal Program;
- 4) Seismic Retrofit Program.

This proposal is requesting an \$11 million augmentation for the Scheduled Maintenance & Special Repairs program. A \$7 million augmentation for the Hazardous Substance Program. A \$10 million appropriation to reduce the existing backlog of Architectural Barrier Removal projects systemwide, and a \$10 million (one-time funding) appropriation to retrofit seismically deficient community college buildings identified in a 1996 Seismic Survey conducted by the Division of the State Architect.

The Scheduled Maintenance Program funding must be increased. The backlog of unfunded scheduled maintenance projects has increased and the system faces a degradation of their instructional facilities due to the lack of funds. It's been 6 years since the system has had an augmentation for the ongoing scheduled maintenance program and the one-time funding for this program has been reduced from over \$100 million per year to \$10 million in the 1999 Budget Act.

The Hazardous Substances Program provides sufficient funds for the control of hazardous substances such as asbestos, toxic chemicals, polychlorinated biphenyl (PCBs), lead, radon, underground tanks and their contents to insure that the community college facilities are free of known hazardous substances that pose an immediate danger to human health and safety. Additionally, the period of appropriation should be extended to two years in order to allow sufficient time for projects to clear control agency review and meet campus scheduling issues.

The Architectural Barrier Removal program will focus on providing basic access to all students and faculty at all campuses. Walkways, door entries, ramping, signage, etc. will all be addressed campus-wide to insure all students will have equal access to all forms of instruction and services offered in the community college system. The program will distribute funding on a project by project basis prioritized by need. As a condition of funding, districts are to provide an equal matching amount to the state's contribution. The project approval review has been developed to mirror the procedures used for review and approval of capital outlay projects. Fiscal procedures will be similar to the practices used in the Scheduled Maintenance and Special Repairs Program.

The Seismic Retrofit Program will fund the safety upgrade of community college facilities to meet critical life safety seismic deficiencies of less than \$1 million per structure.

Two Year Issue

The Chancellor's Office is requesting appropriations be available for expenditure for two years. The second year is necessary to give districts sufficient time to provide:

- Department of State Architect plan check time;
- Matching Local Scheduled Maintenance program project funds;
- Mandated increase in maintenance & operation expenditure increase;
- A minimum of two summer break periods for scheduling closure of buildings to complete major scheduled maintenance projects.

The second year of appropriation request is necessary to give the districts sufficient time to provide the following:

- Provide additional time to meet safety requirements and to correct hazardous conditions which are a danger to staff and students utilizing the facility;
- Efficient long-term solution that will prevent more costly repairs and replacement costs in the future;
- Minimum of two-year break periods for scheduling removal that requires interruption of building activities.

Additionally, this proposal contains a request that the funds be distributed through a two-year appropriation. The two-year appropriation would allow sufficient time for the districts to enter into contracts with the Chancellor's Office and resolve any project delays caused by long DSA review times. In addition, the extended time would address re-bid projects where all bids fail to meet bid specifications, and to schedule high use facilities down time in order to retrofit the structure.

Justification

The \$108 million in deferred/scheduled maintenance projects funded jointly through the state scheduled maintenance and one time funds plus local matching funds in 1998-99, went far in addressing many of the critical need projects of the system. However, there still remains over \$209 million in identified need for 1999-00. The funding level for 1999-00, including local matching funds, will address only \$78 million of the substantiated need. The carryover of unfunded projects will continue to swell the backlog of badly needed maintenance and special repair projects. In the system's 1999-2000 5-Year Scheduled Maintenance Plan, there is reported an unmet need of \$619 million for repairs to the physical plant of the community colleges.

The \$50 million amount requested for 2000-2001, will increase the scheduled maintenance program's baseline budget by \$11 million. The \$50 million would fund at a level designed to meet a large portion of the substantiated need of the Board of Governors' prioritized scheduled maintenance and special repair projects submitted by the community college districts.

Based on the unfunded carryover project proposals submitted during the 1999-00 fiscal year (51 projects funded @ \$8 million), there are still over \$40.2 million in asbestos abatement; \$1.1 million in underground tank removal and clean up projects; \$1.2 million in PCB abatement; and \$15.6 million in chemical clean-up and storage issue needs. These projects involve repairing and replacing tanks and transformers and controlling asbestos, chemicals, lead, and radon at different levels of severity. In the next project submission cycle, we expect to see an additional \$20 million in new project proposals for fiscal year 2000-2001. The estimated remaining cost of controlling the hazardous situations still exceeds \$66 million. As buildings age, renovation projects continue to uncover previously unknown hazardous substances that will need to be abated.

Removing architectural barriers from existing facilities will involve extensive and costly projects that must compete equally with the \$4.4 billion pending capital outlay projects.

In 1996-97, Chapter 204/96, (AB 3488) allocated \$20 million in one-time funds for ADA projects. The funds were matched by local district contributions (one to one). However, this amount only met prior unfunded state obligations and over \$102 million ADA (Phase I, basic access) projects identified by the districts remained unfunded. As stated earlier, the 1998-99 \$75 million block grant allowed for an allocation of over \$13.7 million to this program. The Chancellor's Office would have allocated more funds to the program but had to balance the ADA issues against the enormous backlog of Scheduled Maintenance, Hazardous Substances, and Seismic Retrofit Program needs. The system still faces a backlog of over \$80 million even after the \$27.4 million of state and local funds are expended. A continuation of this program at a \$10 million state funding level over the next several years is necessary to meet the system's needs.

**CALIFORNIA COMMUNITY COLLEGES
2000-2001 SYSTEM BUDGET, ONGOING LOCAL ASSISTANCE
TECHNICAL BCP'S**

FEDERAL TITLE IV RETURNS

UNKNOWN

Background/History

Current fee equalization mechanism related to fee waivers: Colleges are allowed to keep 2 percent of the fee revenue received from students. When a student is eligible for a Board of Governors' fee waiver, no revenue is received. Colleges receive fee equalization funds through the Board Financial Assistance Program (BFAP) equal to 2 percent of the total fees waived. This allocation is an important equity mechanism to ensure serving needy students does not disadvantage colleges.

State Level Consideration

Refunds to the federal government: For many years, colleges have been liable to make refunds of fees to Federal Title IV programs for students who completely withdraw prior to a fixed point in the term. These refunds must be made from general fund sources because only 2 percent of the fee are actually received. The amount has been small, causing only a slight equity problem related to service to needy students. Some districts have chosen not to make these refund payments, citing unique fee assessment structures and/or claiming no fees are received and thus should not be liable for return. Most districts have made the small payments as required.

Federal changes will cause problems: Two major federal initiatives have changed the situation. First, a new federal approach to refund and repayment will be implemented for 2000/01. The payments will now be called "returns" and will be required in many more instances than before. District costs will rise and a more acute equity problem will be evident. Secondly, should the system or the districts choose to claim fees are not charged, a feature of the Federal Pell Grant program will become operative, causing a significant decrease in the maximum grant that may be paid to the most needy students.

Justification

Each college will be asked to certify the actual amount of returns made to the Federal Title IV programs attributable to the return of fees. Two percent of that amount will be deducted from the total because colleges actually received that amount of fee revenue for these students. The remainder will become a reimbursement to be added to the next year's 2 percent BFAP fee equalization funds otherwise due to the college. (Returns on a significant level are due to begin in 2000/01; the BFAP 2 percent fee allocations for 2001/02 would contain the first reimbursement.)

STUDENT AID ADMINISTRATIVE ALLOWANCE

\$601,000

Background/History

The CCC Financial Aid offices process BOG Fee Waivers in a series of administrative steps, which do not change relative to the fee amount. Increases and decreases in workload are only relative to the number of students served and the number of waiver transactions. Thus the colleges are being asked to do more (that is process additional fee waivers as enrollment grows) with less (a smaller administrative allowance). The BFAP Administrative Allowance is fully used by each college to determine eligibility and to deliver financial aid services. The colleges do not have other administrative allowances from state or federal sources with which to make up this shortfall. The campus must turn to its general fund support for operations.

State Level Consideration

The Chancellor's Office just completed the reallocation process for 1998/99 when funding was higher than it will be in 1999/00. Not a single college had unexpended funds to give back for reallocation. Ninety-eight colleges have sent in requests for additional funds totaling \$247,424. Eight additional responses will definitely bring the total to more than 1/4 million dollars, but we have no money to reallocate. The colleges obviously need more administrative support, not less.

Justification

We propose to amend the Education Code to place a "hold harmless" clause in the administrative allowance section which will permit the allowance to increase (as is currently needed) but not to decrease. This would allow amount equal to 7 percent of the fee waivers provided valued at no less than the 1996/97 charge per unit of \$13. Baseline 1999/00: \$6,416,000 (down from \$7,232,000 in 1998/99). Amend the California Education Code, Section 76355 to read:

- (i) (2) From funds provided in the annual Budget Act, the board of governors shall allocate to community college districts, pursuant to this subdivision, an amount equal to 7 percent of the fee waivers provided, **valued at no less than the 1996/97 charge per unit of \$13**, pursuant to subdivisions (g) and (h) for determination of financial need and delivery of student financial aid services, on the basis of the number of students for whom fees are waived.

Colleges will have to either reduce the operational funding for the Financial Aid Office or fund the shortfall through other resources. A reduction in student aid delivery or services may affect student enrollment, retention, success and/or transfer. The EOPS programs could be directly affected because their program eligibility is specifically linked

to BOG Fee Waiver eligibility. Additionally, if we allow this precedent, future fee reductions (there are current proposals to reduce fees to \$11, \$8, \$4 or even \$0) will drastically reduce BFAP administrative support.

**CALIFORNIA COMMUNITY COLLEGES
2000-2001 SYSTEM BUDGET, ONE-TIME LOCAL ASSISTANCE
(\$83,520,000)**

BLOCK GRANT FOR INSTRUCTIONAL EQUIP./ SCHED. MAINTENANCE/HAZARDOUS MATERIAL/ADA	\$35,000,000
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The Chancellor's Office has identified over \$900 million of existing instructional equipment at the community colleges and annual costs to maintain and repair now over \$30 million. A yearly cost of over \$60 million is needed to replace or upgrade the colleges' instructional equipment. This figure does not include costs for the \$420 million for library acquisition needs or the nearly \$1 billion necessary for technology infrastructure upgrades. Additionally, the Chancellor's Office has identified 1,280 scheduled maintenance projects at a cost of over \$208 million, while the proposed 1999-2000 state budget includes \$78 million in ongoing and \$10 million in one-time Proposition 98 funds to scheduled maintenance.

Generally, the Governor and the Legislature recognize prior-year Proposition 98 funding for one time purposes such as instructional equipment and scheduled maintenance. No funds were provided this past May Revise because all prior-year, Prop. 98 funds were allocated for the 85,000, K-12 average daily attendance (ADA) growth. However, the legislature reduced this number to 45,000 ADA and freed up over \$200 million in one-time funding. Unfortunately, community colleges gained only \$10 million of this funding with the balance being appropriated for K-12 priorities. This proposal would request as part of the Governor's January budget, an augmentation of \$35 million. These one-time funds will allow the Chancellor's Office to identify and fund community college instructional equipment and scheduled maintenance priorities.

FEDERAL ETHNICITY AND RACE REPORTING

\$3,520,000

Background/History

The Federal Office of Management and Budgets (OMB) has revised their data standards with regard to race and ethnicity for the U.S. population. The California Community Colleges will be required to use these new standards and report to the National Center for Education Statistics on IPEDS Surveys beginning Fall term 2001.

In order to meet the new requirements, colleges will have to make major revisions to their databases, application forms, and computer programs used to report ethnicity and race. In addition, data bridging programs will have to be written to interface the old data categories with the new and vice versa; continuing students and staff will have to be resurveyed. The estimated one time cost for districts and colleges will be \$3.52 million to implement the new ethnicity/race standards.

State Level Consideration

The new standards require institutions to allow students to check multiple categories for race and ethnicity either in a two question format (ethnicity first and then race) or in a one question format. The final requirements will be available by January 2000.

Justification

California Community Colleges will not be able to provide data for ethnicity/race using the new standards and may be deemed out of compliance for Title II funding. In addition, penalties of up to \$25,000 may be assessed on inaccurate IPEDS Survey data submissions.

This recommendation would provide \$39,000 per district plus an additional \$7,085 per college to implement the new standards. By providing the funds in the 2000/01 fiscal year, the districts will have the resources available to contract out getting the work done and having the new forms printed up for the 2001/02 reporting year.

Background/History

The central mission of the 106 campus California Community College system is to educate students academically for transfer, and to prepare students for careers and to succeed in the marketplace. In 1991, the Legislature added economic development as a mission of the state's community college system. The central feature of this new mission is workforce development through lifelong education and training.

As community colleges become the primary education and training source for the approximately 10 million "middle skill" workers in the 15 million California workforce, it is critical that instructional and computer equipment be "state-of-the-art." Most small companies, where the bulk of these middle skill workers are employed, cannot afford computer labs or staff for in-house training and retraining needs. And, as rapid technological changes make microchip-dependent equipment obsolete every 18 months, the colleges have a substantial on-going struggle to keep equipment and staff up to date and current. These crucial needs are unmet either through current funding of the Fund for Instructional Improvement or existing campus equipment allocations.

Examples of these challenges include:

- At Rio Hondo College, the computer lab serving 1,150 students in Automotive Technology, Automotive Collision, and Computer Assisted Drafting (CAD) is equipped with 486 computers. This technology is 5-6 years behind current technology, putting students at critical disadvantage for future employment. These computer units cannot run the latest software utilized for collision estimating, diagnostic engine failure, and smog requirements. Applications for the latest CAD upgrade and the newly developed Geographic Information Systems (GIS) will also not run. These students are trained for local auto industry staffing needs surveyed at over 3,500 jobs over the next 5 years, as well as for the construction industry, which is undergoing a current boom in residential housing and commercial real estate expansion. Current equipment need costs for vocational-technical programs outstrip college funding on average by \$500,000 per year every year.
- At San Diego City College, the machine technology program is one of the newest, most advanced modern machining programs in the country, receiving national recognition from the federal Department of Education and the National Science Foundation. However, this advanced-level training requires industry standard equipment, computers and CAD/CAM software. The educational price for a single 5-axis CNC Fadal machine starts at \$50,000 to purchase with no lease option available. Currently, the program has only 2 machines to support 15 fully-enrolled day and evening classes. Program graduates are in high demand, receiving entry-level salaries in the \$30,000 to \$40,000 range. In the Communications Department

at City College, 225 students are trained for the high definition television market as broadcast technicians for local stations. A \$75,000 industry standard digital editing station and video camera, which are not available for rent or lease, are essential to meet the education and training needs of these students.

- At Grossmont College, teaching labs for the Business Office Technology and Computer Science departments, serving 2,900 students and 65-75 courses, get upgrades every 3-4 years. This replacement factor is not sufficient to teach technology to meet critical workforce needs requiring state-of-the-art facilities with basic word processing and spreadsheet skills.
- At Los Angeles Trade-Technical College, there are 1,500 students in specialized programs for both durable and nondurable manufacturing in apparel production, metal working/machining, entertainment and multimedia, and food processing. Each of these programs has incorporated CAD/CAM labs into the traditional hands-on training programs. For example, 2 computer labs serving 250 fashion design students per semester (resulting in occupations averaging \$25,000 to \$30,000), special plotters for extra-wide fabric printed patterns, digitizer boards and special design boards mouse-sensitive to garment silhouette transfer are desperately needed. If the equipment were available, many departments could leverage donated software from industry suppliers, such as occurred at the IBM Apparel Technology Center where a \$200,000 equipment donation leveraged an additional \$400,000 in software from Gerber Garment, Technology, TukaTech and LeadTech.
- At Long Beach City College, a local manufacturer of custom jet planes needs workers trained in the honeycomb manufacturer process for the plane interior. This business has millions of dollars in back orders. The vocational-technical program has the instructor but not the equipment needed to teach the students. In another instance, the program has received lots of industry interest in students trained on CNC routers. The instructor is on staff but the equipment for the program dates to 1952. The Business Office Occupations program cannot offer training in Microsoft Word 98 because the computers in the lab run on 486 microchip.
- At Los Angeles Mission College, vocational education courses in English as a Second Language and Computer Technologies, serving 1600 students and working with three industry-driven collaboratives to staff employment needs at four manufacturers and food processors, cannot teach current technology because their computers run on 486 microchip. A critical need for computer inservice training for instructors also exists without any budget source to meet the need.

State Level Consideration

Systemwide, these pressing needs represent the typical challenge facing nearly every instructional program at every community college in California today. How do you deliver a quality education for this midskill workforce when the basic foundation level state support for instruction is inadequate? California provides about \$5,700 per student in state support for K-12 students [\$4,100 in state General Fund with the remainder from state and local sources]; this level of funding places California below the national average in per capita student support. For community colleges, California provides only \$3,700 in state support [\$2,200 in state General Fund with the balance from other state and local sources] per community college student. With nearly half the funding provided for K-12 and a long-standing master plan tradition of low fees to encourage open access, community colleges are very hard pressed to offer basic instructional services, much less keep "state-of-the-art" with fast-evolving changes in technology.

The only current source outside very sparse institutional budgets is the statewide Fund for Instructional Improvement. This fund, however, is intended by statute primarily for faculty and staff development, not equipment purchase, and was created when the state and national economy was not so dependent on information and technology. That fund currently has a \$1,975,000 state General Fund appropriation (approximately about 1/10 of 1 percent of the overall system 1998-99 state General Fund budget of about \$2.2 billion), or approximately enough funding for a grant of about \$18,600 to each of the state's 106 community colleges. By contrast, in on-going funding, K-12 has \$39 million in the May Revise for grades 9-12 instructional materials and equipment, and \$136 million for K- grade 8 [Items 6110-185-001 and 6110-186-001 respectively], while there is \$144 million in one-time funds. These amounts do not include the funding for instructional materials provided K-12 through AB 2041 (Bustamante, 1998), which appropriates \$250 million every year for four years-- for a total outlay of \$1 billion.

While it is critical to California's future to improve its public school system, there is a profoundly important reason that Proposition 98 protects not just K-12 but community colleges as well. That reason is community colleges also play a crucial role in assuring a properly educated and trained workforce to maintain California's global economic competitiveness in the information economy of the 21st century. Indeed, the community college system is the largest workforce training operation in the state. And, just as instructional material and equipment needs of the K-12 system are crucial for future social and economic growth of the state, so too are those of the community college system.

Justification

Several recent reports have cited the severe and adverse consequences to California's economy and society unless significant efforts are undertaken to address the unique needs of educating the mid-skill knowledge worker of the 21st century.

The California Business Roundtable, in collaboration with the California Chamber of Commerce, in their joint annual survey of business attitudes in the state, surveyed business and industry throughout the state in Fall, 1998. Previously, the chief concern of business leaders has been tax relief or infrastructure needs (such as transportation). In this survey, by a wide margin, the single greatest concern of the business community was to improve the public education system of California to prevent adverse impacts upon workforce quality in the information age.

Similarly, the American Electronics Association (AEA), in their annual report card of the relative quality state-by-state of workforce skills, gave California a "D+" in education of a technology-savvy workforce. The association cited the lack of qualified workers as the reason for the poor evaluation. In another study by the research arm of the association, entitled "CyberEducation," AEA maintains that the public education systems in the United States are failing the workforce needs of the 21st century. According to the report, many high-tech companies are forced to recruit outside the country for employees to fill jobs requiring technical expertise while the education systems are graduating fewer students with technology competence. The study found high-tech degrees declined by 5 percent in the United States between 1990 and 1996. California, while conferring the most degrees of any state, had one of the greatest declines, awarding 1,600 fewer degrees in 1996 than in 1990 in six technology-related fields (engineering, engineering technology, business information systems computer science, mathematics, and physics.)

The solution is as follows:

- 1. Set up Fund for Workforce Development:** to meet the challenges of educating millions of mid-skill workers in the information economy, create the Fund for Workforce Development in order to permit colleges to purchase or lease critical instructional equipment. Supported by an initial state General Fund appropriation of \$35 million, colleges would apply for funding by challenge grant. Colleges would be required to develop their request in concert with their Vocational Education-Economic Development Regional Consortia and an industry-based collaborative. These regional consortia meet unique regional labor needs and minimize duplication of programs and training efforts. A ten percent local match would be required for all requests.

2. **Enhance existing funding for Fund for Instructional Improvement:** to provide faculty and staff release time and technical assistance to incorporate new technology into curricula and develop new skill sets, appropriate \$10 million from the state General Fund to greatly expand equipment user training and support services.

**CALIFORNIA COMMUNITY COLLEGES
2000-2001 SYSTEM BUDGET, LOCAL ASSISTANCE, SPECIAL
FUNDS
(\$10,000,000)**

ENERGY SAVINGS PROJECTS (PVEA FUND)

\$10,000,000

Background/History

Annually the California Legislature appropriates funds for energy assistance projects from the Petroleum Violation Escrow Account (PVEA). These appropriations are usually allocated through state programs managed by the Energy Commission and the Department of Transportation.

The PVEA fund receives its funding from several U.S. oil companies who overcharged consumers during the gasoline shortages of the 1970s. The PVEA was established to return the money to consumers through school and hospital energy efficiency, alternative fuel vehicles, and energy conservation programs.

PVEA projects must be reviewed and approved by the federal Department of Energy before grant agreements can be executed by the state agency responsible for the grant. Recipients of the grant must comply with federal program and/or court settlement rules and regulations as well as any reporting requirements.

In order to be eligible to apply, the requestor must be a legal entity that can enter into a contractual agreement with the state. In the past the funds have usually been allocated to local governments, schools, and nonprofit organizations. The community college districts are all considered legal entities that could qualify for this funding.

State Level Consideration

The Chancellor's Office proposes that an energy conservation program similar to the Energy Commission's program be created within the community college system. The program would draw on a portion of the PVEA funds to pay for facility related energy conservation projects submitted by districts and reviewed by the Chancellor's Office Facilities Planning & Utilization Unit (FPU). The program administration would function the same as the highly successful Scheduled Maintenance and Hazardous Substance Abatement programs currently in place at the Chancellor's Office.

Districts would annually submit PVEA project proposals to the FPU for review and prioritization. The same staff that reviews the Scheduled Maintenance and Hazardous Substance Programs' project proposals would determine the eligibility of the project and prioritize the project on a statewide comparison of need and benefit to the community.

Additionally, projects would be reviewed for scope to see if they are compatible scheduled maintenance, hazardous substance, or any federal energy grant funds available to maximize the limited PVEA state funds available.

A prioritized list would be developed by December of each year to be used for the upcoming budget year to select projects for appropriation. Once a project was selected, it would be developed into a detailed proposal by district staff and the FPU staff for submission to the federal Department of Energy for approval.

Since the PVEA formation, the General Fund borrowed extensively from the PVEA fund to meet the cashflow needs of the General Fund. State statute permits these short-term loans to be interest-free; however, federal requirements for the PVEA fund do not allow for this type of loan. It is understood from the Financial Related Audit of the PVEA prepared by the Department of Finance Office of State Audits and Evaluations, dated September 1996, that a repayment is due from the General Fund to the account. These interest funds will provide approximately \$26 million to the fund. By setting aside \$10 million for the community college system, it will allow for 50 or more of the highest state priority community college projects to be funded at an established ceiling of \$200,000 per project.

Justification

The community colleges annually submit over \$240 million in scheduled maintenance projects. The state has only \$39 million available to meet that need. Over \$44 million of these projects submitted are eligible for Petroleum Violation Escrow Account (PVEA) funding. The Chancellor's Office requests \$10 million from the PVEA to fund energy savings projects at community college campus sites on a project-by-project basis. The Community Colleges annually submit millions of dollars in scheduled maintenance projects, of which over \$44 million of these projects submitted are eligible for Petroleum Violation Escrow Account (PVEA) funding for energy savings projects.

By dedicating a portion of the PVEA funds in the community college system, the state will maximize its benefit to the people of the State of California. Not only will it make energy conservation improvements to existing State capital outlay investments (campus buildings), but it will also allow Scheduled Maintenance funds to dig deeper into the backlog of unfunded projects. The PVEA funds would not be used to supplant Scheduled Maintenance Program funds. These funds would be in addition to requested Scheduled Maintenance funds and would allow for greater coverage of needed repairs/upgrades of community college facilities.

**CALIFORNIA COMMUNITY COLLEGES
2000-2001 SYSTEM BUDGET, LOCAL ASSISTANCE,
CAPITAL OUTLAY PROJECTS**

Previously Funded Projects	\$302,762,000
New Start Projects	\$ 9,595,000
Total 2000-01 Funding Request	\$312,357,000

Background/History

The capital outlay demands for California Community Colleges greatly exceed the availability of state resources for funding. Currently, there is a backlog of over \$1.8 billion in the Board of Governors' (Board) approved proposals and over \$4 billion of identified projects in district five-year capital outlay plans. This backlog includes projects that were submitted by districts and approved by the Board up to 5 years ago. Funding inadequacies, technological advances, and changes in district and state priorities have made many of the projects on the backlog list outdated.

State Level Consideration

In November 1998, Proposition 1A provided \$2.5 billion for higher education. Assuming the traditional 3-way split, the current proposal would provide community colleges with approximately \$186 million annually for four years, and an additional \$55 million during the last two years of the bond for new campuses, small campuses, and off-campus centers. These Proposition 1A bond funds have been or will be committed to already identified community college capital outlay projects.

Justification

The Board will adopt an amended capital outlay plan totaling 89 projects and \$312.4 million for the California Community Colleges to be considered as part of the 2000-01 Governor's Budget at its September 1999 meeting. Due to the sizable amount of new start projects begun in 1998-99 and 1999-00, the amount of funds available for expenditure in 2000-01 will be more than consumed by the cost of continuing phases of these previously started projects. Therefore, the only new start projects proposed for funding in 2000-01 will be Category A-1 life safety projects and one special circumstance project. The plan includes 18 Category A-1 new start projects and 1 Category A-3 new start project. Even with this minimum amount of proposed new start projects, funding of several continuing projects may be delayed until 2001-02.

**CALIFORNIA COMMUNITY COLLEGES
2000-2001 PROPOSED CAPITAL OUTLAY PROJECTS**

		2000/01	
DISTRICT / COLLEGE	PROJECT DESCRIPTION	PHASE	AMOUNT
Category A-1 Continuing Projects			
Coast CCD, Orange Coast College	Seismic Retrofit - Library	C	2,314,000
Los Angeles CCD, Los Angeles Southwest College	Seismic Replacement - Student Services	C	6,595,000
San Bernardino CCD, San Bernardino Valley College	Child Development Center (Health & Safety)	WC	2,500,000
San Bernardino CCD, San Bernardino Valley College	Seismic Replacement - Campus Center/Administration	C	3,248,000
San Bernardino CCD, San Bernardino Valley College	Seismic Replacement - Learning Resource Center	C	2,161,000
San Bernardino CCD, San Bernardino Valley College	Seismic Replacement - Life Science	C	2,835,000
San Mateo County CCD, College of San Mateo	Seismic Upgrade, Phase I	C	4,196,000
Santa Barbara CCD, Santa Barbara City College	Life Science/Geology Renovation	C	7,314,000
Category A-1 Continuing Projects Sub-Total			\$31,163,000
Cerritos CCD, Cerritos College	Seismic Retrofit, Administration	PWC	1,404,000
Cerritos CCD, Cerritos College	Seismic Retrofit, Liberal Arts	PWC	1,086,000
Cerritos CCD, Cerritos College	Seismic Retrofit, Social Services	PW	196,000
El Camino CCD, El Camino College	Science Complex Renovation (Life/Safety)	PW	1,031,000
Mt. San Antonio CCD, Mt. San Antonio College	Seismic Retrofit, Art & Information Technology Buildings	PW	241,000
Rancho Santiago CCD, Santa Ana College	Seismic Retrofit, Auto Diesel	PW	59,000
Rancho Santiago CCD, Santa Ana College	Seismic Retrofit, Library A	PW	72,000
Rancho Santiago CCD, Santa Ana College	Seismic Retrofit, Library B	PW	86,000
Rancho Santiago CCD, Santa Ana College	Seismic Retrofit, Men's PE	PW	53,000
Rancho Santiago CCD, Santa Ana College	Seismic Retrofit, Women's PE	PW	50,000
San Bernardino CCD, San Bernardino Valley College	Art /Art Gallery Seismic/FEMA Project	W	52,000
San Bernardino CCD, San Bernardino Valley College	Seismic Retrofit, Auditorium	PW	281,000
San Bernardino CCD, San Bernardino Valley College	Seismic Retrofit, Business Building	PW	168,000
San Bernardino CCD, San Bernardino Valley College	Seismic Retrofit, Technical Building	PW	79,000
San Diego CCD, Centre City Center	Seismic Retrofit, Snyder Campus Administration	PW	278,000
Santa Clarita CCD, College of the Canyons	Seismic Retrofit, Bonelli Center	PW	163,000

2000/01			
DISTRICT / COLLEGE	PROJECT DESCRIPTION	PHASE	AMOUNT
Sequoias CCD, College of the Sequoias	Seismic Retrofit, Administration Building	PWC	1,781,000
South Orange CCD, Saddleback College	Building A Demolition & Replacement	PWC	1,244,000
Category A-1 New Start Projects Sub-Total			\$ 8,324,000
Category A-1 Sub-Total			\$39,487,000
Chaffey CCD, Chaffey College	Child Development Center	E	258,000
Citrus CCD, Citrus College	Library Addition/Reconstruction	E	950,000
Coast CCD, Orange Coast College	Art Center	E	2,143,000
Contra Costa CCD, Contra Costa College	Child Development Center	E	206,000
Contra Costa CCD, Los Medanos College	Child Development Center	E	209,000
Foothill-DeAnza CCD, DeAnza College	Child Development Center	E	284,000
Fremont-Newark CCD, Ohlone College	Child Development Center	E	246,000
Fremont-Newark CCD, Ohlone College	Instructional Computing Laboratory	E	3,675,000
Gavilan Joint CCD, Gavilan College	Child Development Center	E	229,000
Grossmont-Cuyamaca CCD, Cuyamaca College	Child Development Center	E	208,000
Kern CCD, Bakersfield College	Child Development Center	E	296,000
Lassen CCD, Lassen College	Child Development Center (Health & Safety)	E	196,000
Los Angeles CCD, West Los Angeles College	Child Development Center	E	230,000
Los Rios CCD, American River College	Child Development Center	E	319,000
Los Rios CCD, Consumes River College	Child Development Center	E	398,000
Marin CCD, Marin Community College	Child Development Center	E	172,000
Merced CCD, Merced College	Child Development Center	E	149,000
Mira Costa CCD, Mira Costa College	Child Development Center	E	220,000
Mt. San Jacinto CCD, Mt. Jacinto College	Child Development Center	E	174,000
Mt. San Jacinto CCD, Meniffee Valley Center	Child Development Center	E	252,000
Redwoods CCD, College of the Redwoods	Child Development Center	E	186,000
San Jose-Evergreen CCD, Evergreen Valley College	Biology / Nursing Addition	E	593,000
San Luis Obispo CCD, Cuesta College	Child Development Center	E	227,000
San Mateo County CCD, Skyline College	Center for Advanced Learning	E	398,000
Santa Monica CCD, Santa Monica College	Seismic Retrofit - Library	E	2,418,000
Sierra CCD, Western Nevada County Center	Child Development Center	E	189,000
Sonoma County JCD, Criminal Justice Training Center	Facilities, Phase I	E	616,000

2000/01			
DISTRICT / COLLEGE	PROJECT DESCRIPTION	PHASE	AMOUNT
Victor Valley CCD, Victor Valley College	Child Development Center	E	97,000
West Valley-Mission CCD, Mission College	Child Development Center	E	136,000
Category A-2 Continuing Projects Sub-Total			\$15,674,000
Category A-3 Continuing Projects			
Cabrillo CCD, Cabrillo College	Horticulture Facilities Replacement	C	1,644,000
Los Angeles CCD, Los Angeles Harbor College	Fire Alarm Correction	C	2,800,000
Peralta CCD, Laney College	Concrete Deck/Protective Membrane Replacement	C	4,996,000
Category A-3 Continuing Projects Sub-Total			\$9,440,000
Category B-2 Continuing Projects			
Antelope Valley CCD, Antelope Valley College	Technology Building	C	4,796,000
Barstow CCD, Barstow College	Library/LRC	C	6,638,000
Butte CCD, Butte College	Allied Health & Public Services	C	16,572,000
Compton CCD, Compton College	Seismic Replacement/Expansion LRC	C	9,484,000
Grossmont-Cuyamaca CCD, Cuyamaca College	Remodel Vocational Technology Building N	CE	1,040,000
Grossmont-Cuyamaca CCD, Grossmont College	LRC Addition	C	13,732,000
Kern CCD, Cerro Coso College	Library/Media Center Addition	C	8,277,000
Kern CCD, Eastern Sierra Center	Initial Bldgs..	C	12,238,000
Kern CCD, Eastern Sierra Center	Off/On Site Development	C	3,486,000
Los Angeles CCD, Los Angeles Pierce College	Remodel for Efficiency	C	3,193,000
Los Angeles CCD, Los Angeles Valley College	Ventilation, Phase 2	C	1,380,000
Mira Costa CCD, Mira Costa College	Learning & Information Hub	C	12,682,000
Monterey Peninsula CCD, Monterey Peninsula College	Library and Technology Center	C	15,799,000
San Joaquin Delta CCD, San Joaquin Delta College	Electron Microscopy Technology Center	C	6,724,000
San Jose-Evergreen CCD, San Jose City College	Library/Learning Resource Center	C	11,606,000
Siskiyou Joint CCD, College of the Siskiyou	District-wide Distance Learning	C	1,847,000
Southwestern CCD, Southwestern College	Learning Resource Center	C	19,679,000
Ventura County CCD, Moorpark College	Learning Resources and Telecommunications Center	C	10,793,000
Ventura County CCD, Ventura College	Learning Resource Center	C	20,252,000

			2000/01
DISTRICT / COLLEGE	PROJECT DESCRIPTION	PHASE	AMOUNT
West Hills CCD, Kings County Center	Initial Buildings	C	12,429,000
West Hills CCD, Kings County Center	Off/On Site Development	C	3,702,000
West Valley-Mission CCD, Mission College	Science and Technology Complex	C	8,929,000
Yosemite CCD, Columbia College	Learning Resources/Media Tech. Center	C	4,951,000
Category B-2 Continuing Projects Sub-Total			\$210,229,000
Category C-1 Continuing Projects			
Compton CCD, Compton College	Child Development Center	C	2,510,000
Gavilan CCD, Gavilan College	Adaptive Physical Education	C	2,551,000
Lake Tahoe CCD, Lake Tahoe College	Phase II Facilities, South	C	7,627,000
Long Beach CCD, Long Beach City College-PCC	Child Development Center	C	2,935,000
San Diego CCD, San Diego City College	Indoor Gym/Physical Education	C	9,912,000
San Mateo County CCD, Canada College	Child Development Center	C	2,430,000
Santa Clarita CCD, College of Canyons	Performing Arts Center	C	8,291,000
Category C-1 Continuing Projects Sub-Total			\$36,256,000
Completion of previous projects Sub-Total			\$271,599,000
Category A and Previously Funded Projects Sub-Total			\$311,086,000
Los Angeles CCD, East Los Angeles College	Technology Building	PW	1,271,000
New-Start Category A-3 Sub-Total			\$1,271,000
TOTAL 2000-2001 REQUEST			\$312,357,000

[The text on this page is extremely faint and illegible. It appears to be a multi-paragraph document with several lines of text per paragraph. The content is not discernible.]

**OFFICE OF THE GENERAL COUNSEL**

31 GOUGH STREET • SAN FRANCISCO, CA 94103 • 415 241 2294 • FAX 415 241 2331

MEMORANDUM

DATE: November 9, 1999

TO: Dr. Philip R. Day, Jr. Chancellor

FROM: Ronald Lee, General Counsel 

SUBJECT: Proposition G - Sunshine Ordinance Amendment

Last Friday, I furnished you a copy of Proposition G which was passed by the voters in the election on Tuesday, November 2, 1999. Proposition G is an amendment to a pre-existing Sunshine Ordinance.

The issue is whether the amended ordinance is applicable to the SFCCD. The original ordinance was never interpreted as being applicable to the SFCCD by any City and County official. (As a matter of fact, in 1994, the Board of Supervisors urged five public entities, including the SFCCD, to voluntarily follow the Sunshine Ordinance, acknowledging that the ordinance did not apply to these entities. The SFCCD declined the invitation stating that the Brown & Public Record Acts provided ample protection to the public's right to know.)

I don't see any basis for anyone to propose that the amended ordinance should be applicable to the SFCCD.

A California Constitutional provision (Article XI, § 5 (a)) provides that a city charter authorizes the city governed by the charter to "make and enforce ordinances and regulations in respect to municipal affairs." Proposition G is framed as part of the San Francisco Municipal/Administrative Code, and relates to a "municipal affair." It has been judicially established that education is not a municipal affair (Hall v. City of Taft (1956) 47 Cal.2d 177, 179). It follows that the SFCCD which is an educational entity should not be subject to the jurisdiction of a municipal body like the Board of Supervisors or be subject to a municipal ordinance like Proposition G, unless otherwise provided for in some other statute.

Perhaps there is some confusion as to the authority of the City over the SFCCD because the Charter of the City and County of San Francisco (Section 8.101) establishes and describes the Board of the SFCCD, unlike every other community college district whose boards are established as provided for in the Education Code. But the Charter of the City and County of San Francisco is able to establish the SFCCD's Board because of another provision in the California Constitution (Article IX, § 16 (a)) which permits a charter to provide "... the manner in which, the times at which, and the terms for which the members of boards of education shall be elected or appointed, for their qualifications, compensation and removal, and for the numbers which shall constitute any one of such

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TEXT OF PROPOSED ORDINANCE

PROPOSITION G

Note: Within Section 2, deletions are indicated by ~~strike through~~; additions are underlined.

Be it ordained by the People of the City and County of San Francisco:

SECTION 1. TITLE

This initiative may be cited as the Sunshine Ordinance of 1999.

SECTION 2.

Part I of the San Francisco Municipal Code (Administrative Code) is hereby amended in Chapter 67 to read as follows:

ARTICLE I: IN GENERAL

SEC. 67.1 Findings and Purpose.

The Board of Supervisors and the People of the City and County of San Francisco find and declare ~~declares~~:

(a) Government's duty is to serve the public, reaching its decisions in full view of the public.

(b) ~~Commissions Elected officials, commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance will ensure that their deliberations are conducted before the people and that City. The people do not cede to these entities the right to decide what the people should know about the operations are open to the people's review of local government.~~

(c) ~~Although the is the intent also of California's Ralph M. Brown Act and Public Records Act, the people of California have learned from costly experience the California has a long tradition of laws designed to protect the public's access to the workings of government, every generation of governmental leaders includes officials who feel more comfortable conducting public business away from the scrutiny of those who elect and employ them. New approaches to government constantly offer public officials additional ways to hide the making of public policy from the public. Private issues and government procedures also can erode the public's fundamental rights. Violations of open government principles occur at all levels, from local advisory boards to the highest echelons of the state hierarchy.~~

(d) ~~It is time for San Francisco to affirm the plain purpose of the state's open government law and to apply their underlying principles to local circumstances. No law is self-enforcing. Continued vigilance is essential as government evolves, so must the laws designed to ensure ensure that the process remains visible.~~

(d) The right of the people to know what their government and those acting on behalf of their government are doing is fundamental to

democracy, and with very few exceptions, that right supersedes any other policy interest government officials may use to prevent public access to information. Only in rare and unusual circumstances does the public benefit from allowing the business of government to be conducted in secret, and those circumstances should be carefully and narrowly defined to prevent public officials from abusing their authority.

(c) Public officials who attempt to conduct the public's business in secret should be held accountable for their actions. Only a strong Open Government and Sunshine Ordinance, enforced by a strong Sunshine Ordinance Task Force, can protect the public's interest in open government.

(f) ~~(b) The people of San Francisco enact these amendments want an open society. They do not give their public servants the right to decide what they should know. The public's right to know is as fundamental as its right to vote. To act on truth, the people must be free to learn the truth. (f) The sun must shine on all the workings of government so the people may put their institutions right when they go wrong. San Francisco enacts this ordinance to assure that, in general intent as well as in administrative procedure, the people of this City the city remain in control of the government they have created.~~

(g) Private entities and individuals and employees and officials of the City and County of San Francisco have rights to privacy that must be respected. However, when a person or entity is before a policy body or passive meeting body, that person, and the public, has the right to an open and public process.

SEC. 67.2 Citation. This Chapter may be cited as the San Francisco Sunshine Ordinance.

ARTICLE II: PUBLIC ACCESS TO MEETINGS

SEC. 67.3 Definitions. Whenever in this Article the following words or phrases are used, they shall ~~mean have the following meanings~~:

(a) "City" shall mean the City and County of San Francisco.

(b) "Meeting" shall mean any of the following:

(1) a congregation of a majority of the members of a policy body at the same time and place;

(2) a series of gatherings, each of which involves less than a majority of a policy body, to hear, discuss or deliberate upon any item that is within the subject matter jurisdiction of the City, if the cumulative result is that a majority of members has become involved in such gatherings; or

(3) any other use of personal intermediaries or communications media that could permit a majority of the members of a policy body to become aware of an item of business and of the views or positions of other members with respect thereto, and to negotiate consensus thereupon.

(4) "Meeting" shall not include any of the following:

(A) individual contacts or conversations between a member of a policy body and ~~a contact~~ another person that do not convey to the member the views or positions of other members upon the subject matter of the contact or conversation and in which the member does not solicit or encourage the restatement of the views of the other members;

(B) the attendance of a majority of the members of a policy body at a regional, statewide or national conference, or at a meeting organized to address a topic of local community concern and open to the public, provided that a majority of the members refrains from using the occasion to collectively discuss the topic of the gathering or any other business within the subject matter jurisdiction of the City; or

(C) the attendance of a majority of the members of a policy body at a purely social, recreational or ceremonial occasion other than one sponsored or organized by or for the policy body itself, provided that a majority of the members refrains from using the occasion to discuss any business within the subject matter jurisdiction of this body. A meal gathering of a policy body before, during or after a business meeting of the body is part of that meeting and shall be conducted only under circumstances that permit public access to hear and observe the discussion of members. Such meetings shall not be conducted in restaurants or other accommodations where public access is possible only in consideration of making a purchase or some other payment of value.

(D) ~~the proceedings of a committee having responsibility for the evaluation and improvement of the quality of medical care, mental services, or any other type of health services provided by the City or City-funded providers, including but not limited to committees described in Evidence Code sections 1156 et seq.~~

(E) proceedings of the Department of Social Services Child Welfare Placement and Review Committee or similar committees which exist to consider confidential information and make decisions regarding Department of Social Services clients.

(c) "Passive meeting body" shall mean:

(1) Advisory committees created by the initiative of a member of a policy body, the Mayor, or a department head;

(2) Any group that meets to discuss with or

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advise the Mayor or a Department Head on fiscal, economic, or policy issues.

(3) Social, recreational or ceremonial occasions sponsored or organized by or for a policy body to which a majority of the body has been invited.

(4) "Passive meeting body" shall not include a committee that consists solely of employees of the City and County of San Francisco created by the initiative of a member of a policy body, the Mayor, or a department head.

(5) Notwithstanding the provisions of paragraph (4) above, "Passive meeting body" shall include a committee that consists solely of employees of the City and County of San Francisco when such committee is reviewing, developing, modifying, or creating city policies or procedures relating to the public health, safety, or welfare or relating to services of the homeless.

(d) "Policy Body" shall mean:

(1) the Board of Supervisors;

(2) any other board or commission ~~data listed by enumerated in the charter or~~

(3) any board, commission, committee, or other body created by ordinance or resolution of the Board of Supervisors;

~~or~~ (4) any advisory board, commission, committee or body of the City created by the initiative of a policy body;

(5) any standing committee of a policy body irrespective of its composition.

~~A Policy Body~~ (6) "Policy Body" shall not include a committee which consists solely of employees of the City and County of San Francisco, unless such committee was established by charter or by ordinance or resolution of the Board of Supervisors.

(7) Any advisory board, commission, committee, or council created by a federal, state, or local grant whose members are appointed by city officials, employees or agents.

SEC. 67.4. Passive Meetings.

(a) Gatherings as defined in subdivision (5), which shall be known as "passive meetings." All gatherings of passive meeting bodies shall be accessible to individuals upon inquiry and to the extent possible consistent with the facilities in which they occur.

(1) Such gatherings need not be formally noticed, except on the City website when ~~ever possible~~, although the time, place and nature of the gathering shall be disclosed upon inquiry by a member of the public, and any agenda actually prepared for the gathering shall be accessible to such inquirers as a public record.

(2) Such gatherings need not be conducted in any particular space for the accommodation of ~~spectators~~, members of the public, although ~~spectators~~ members of the public shall be permitted to observe on a space avail-

able basis consistent with legal and practical restrictions on occupancy.

(3) Such gatherings of a business nature need not provide opportunities for comment by ~~spectators~~ members of the public, although the person presiding may, in his or her discretion, entertain such questions or comments from spectators as may be relevant to the business of the gathering.

(4) Such gatherings of a social or ceremonial nature need not provide refreshments to spectators.

(5) Gatherings subject to this subsection are include the following: advisory committees or other multimember bodies created in writing or by the initiative of, or otherwise primarily formed or existing to serve as a non-governmental advisor to, a member of a policy body, the Mayor, or the City Administrator, a department head, or any elective officer, and social, recreational or ceremonial occasions sponsored or organized by or for a policy body to which a majority of the body has been invited. This subsection shall not apply to a committee which consists solely of employees of the City and County of San Francisco.

(6) Gatherings defined in subdivision (5) may hold closed sessions under circumstances allowed by this Article ~~or the Ralph M. Brown Act~~.

(b) To the extent not inconsistent with state or federal law, a policy body shall include in any contract with an entity that owns, operates or manages any property in which the City has or will have an ownership interest, including a mortgage, and on which the entity performs a government function related to the furtherance of health, safety or welfare, a requirement that any meeting of the governing board of the entity to address any matter relating to the property or its government related activities on the property, or performance under the contract or grant, be conducted as provided in subdivision

(a) of this section. Records made available to the governing board relating to such matters shall be likewise available to the public at a cost not to exceed the actual cost up to 10 cents per page, or a higher actual cost as demonstrated in writing to such governing board.

SEC. 67.5. Meetings To Be Open And Public; Application Of Brown Act.

All meetings of any policy body shall be open and public, and governed by the provisions of the Ralph M. Brown Act (Government Code Sections 54950 et. seq.) and of this article. In case of inconsistent requirements under the Brown Act and this article, the requirement which would result in greater or more expeditious public access shall apply.

SEC. 67.6 Conduct Of Business; Time And Place For Meetings.

(a) Each policy body, except for advisory bodies, shall establish by resolution or motion the time and place for holding regular meetings.

(b) Unless otherwise required by state or federal law or necessary to inspect real property or personal property which cannot be conveniently brought within the territory of the City and County of San Francisco or to meet with residents residing on property owned by the City, or to meet with residents of another jurisdiction to discuss actions of the policy body that affect those residents, all meetings of its policy bodies shall be held within the City and County of San Francisco.

(c) If a regular meeting would otherwise fall on a holiday, it shall instead be held on the next business day, unless otherwise rescheduled in advance.

(d) If, because of fire, flood, earthquake or other emergency, it would be unsafe to meet in the customary location, the at the regular meeting place, meetings may be held for the duration of the emergency at some other place specified by the policy body. The change of meeting site shall be announced, by the most rapid means of communication available at the time, in a notice to the local media who have requested written notice of special meetings pursuant to Government Code Section 54956. Reasonable attempts shall be made to contact others regarding the change in meeting location.

(e) Meetings of ~~advisory~~ passive meeting bodies as specified in section ~~67.3(e)(3)~~ 67.6(d)(4) of this article shall be preceded by notice delivered personally or by mail, e-mail, or facsimile as reasonably requested at least 24 72 hours before the time of such meeting to each person who has requested, in writing, notice of such meeting. If the advisory body elects to hold regular meetings, it shall provide by bylaws, or whatever other rule is utilized by that advisory body for the conduct of its business, for the time and place for holding such regular meetings. In such case, no notice of regular meetings, other than the posting of an agenda pursuant to Section 67.7 of this article in the place used by the policy body ~~or~~ ~~elective officer~~ which it advises, is required.

(f) Special meetings of any policy body, including advisory bodies that choose to establish regular meeting times, may be called at any time by the presiding officer thereof or by a majority of the members thereof, by delivering personally or by mail written notice to each member of ~~the board or commission and to each local newspaper, radio or television station requesting notice~~ such policy body and the local media who have requested written

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notice of special meetings in writing. Such notice ~~must of a special meeting shall be delivered personally or by mail as described in (c)~~ at least ~~24~~ 72 hours before the time of such meeting as specified in the notice. The ~~call and~~ notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings ~~by the board or commission~~. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the ~~presiding officer or secretary of the board~~ body or commission a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Each special meeting shall be held at the regular meeting place of the policy body except that the policy body may designate an alternate meeting place provided that such alternate location is specified in the ~~call and~~ notice of the special meeting; further provided that the ~~call and~~ notice of the special meeting shall be given at least 15 days prior to said special meeting being held at an alternate location. This provision shall not apply where the alternative meeting location is located within the same building as the regular meeting place.

(g) If a meeting must be canceled, continued or rescheduled for any reason, notice of such change shall be provided to the public as soon as is reasonably possible, including posting of a cancellation notice in the same manner as described in section 67.7(c), and mailed notice if sufficient time permits.

SEC. 67.7 Agenda Requirements: Regular Meetings.

(a) At least 72 hours before a regular meeting, a policy body shall post an agenda containing a meaningful description of each item of business to be transacted or discussed at the meeting. Agendas shall specify of each item of business the proposed action or a statement the item is for discussion only. In addition, a policy body shall post a ~~current~~ agenda on its Internet site at least 72 hours before a regular meeting.

(b) A description is meaningful if it is sufficiently clear and specific to alert a person of average intelligence and education whose interests are affected by the item that he or she may have reason to attend the meeting or seek more information on the item. The description should be brief, concise and written in plain, easily understood English. ~~It may~~ shall refer to any explanatory documents ~~that have been provided to the policy body in connection with an agenda item~~, such as correspondence or reports, and such documents shall be posted adjacent to the agenda or, if such documents

are of more than one page in length, made available for public inspection and copying at a ~~selected~~ location indicated on the agenda during normal office hours.

(c) The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.

(d) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a policy body may respond to statements made or questions posed by persons exercising their public testimony rights, to the extent of asking a question for clarification, providing a reference to staff or other resources for factual information, or requesting staff to report back to the body at a subsequent meeting concerning the matter raised by such testimony.

(e) Notwithstanding subdivision (d), the policy body may take action on items of business not appearing on the posted agenda under any of the following conditions:

(1) Upon a determination by a majority vote of the body that an accident, natural disaster or work force disruption poses a threat to public health and safety.

(2) Upon a good faith, reasonable determination by a two-thirds vote of the body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that (A) the need to take immediate action on the item is so imperative as to threaten serious injury to the public interest if action were deferred to a subsequent special or regular meeting, or relates to a purely commendatory action, and (B) that the need for such action came to the attention of the body subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was on an agenda posted pursuant to subdivision (a) for a prior meeting of the body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(f) Each board and commission enumerated in the charter shall ensure that agendas for ~~each~~ regular and special ~~meeting~~ meetings are made available to speech and hearing impaired persons through telecommunications devices for the deaf, telecommunications relay services or equivalent systems, and, upon request, to sight impaired persons through Braille or enlarged type.

(g) Each policy body shall ensure that notices and agendas for ~~each~~ regular and special ~~meeting~~ meetings shall include the following notice:

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE.

(h) Each agenda of a policy body covered by this Sunshine Ordinance shall include the address, area code and phone number, fax number, e-mail address, and a contact person's name for the Sunshine Ordinance Task Force. Information on how to obtain a free copy of the Sunshine Ordinance shall be included on each agenda.

SEC. 67.7-1 Public Notice Requirements.

(a) Any public notice that is mailed, posted or published by a City department, board, agency or commission to residents residing within a specific area to inform those residents of a matter that may impact their property or that neighborhood area, shall be brief, concise and written in plain, easily understood English.

(b) The notice should inform the residents of the proposal or planned activity, the length of time planned for the activity, the effect of the proposal or activity, and a telephone contact for residents who have questions.

(c) If the notice informs the public of a public meeting or hearing, then the notice shall state that persons who are unable to attend the public meeting or hearing may submit to the City, by the time the proceeding begins, written comments regarding the subject of the meeting or hearing, that these comments will be made a part of the official public record, and that the comments will be brought to the attention of the person or persons conducting the public meeting or hearing. The notice should also state the name and address of the person or persons to whom those written comments should be submitted.

SEC. 67.8. Agenda Disclosures: Closed Sessions.

(a) In addition to the brief general description of items to be discussed or acted upon in open and public session, the agenda posted pursuant to Government Code Section 54954.2, any mailed notice given pursuant

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Government Code Section 54954.1, and any call and notice delivered to the local media and posted pursuant to Government Code Section 54956 shall specify and disclose the nature of any closed sessions by providing all of the following information:

(1) With respect to a closed session held pursuant to Government Code Section 54956.7:

LICENSE/PERMIT DETERMINATION:

applicant(s)

The space shall be used to specify the number of persons whose applications are to be reviewed.

(2) With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Property:

Person(s) negotiating:

Under negotiation: Price

Terms of payment Both

The space under "Property" shall be used to list an address, including cross streets where applicable, or other description or name which permits a reasonably ready identification of each parcel or structure subject to negotiation. The space under "Person(s) negotiating" shall be used to identify the person or persons with whom negotiations concerning that property are in progress. The spaces under "Under negotiation" shall be checked off as applicable to indicate which issues are to be discussed.

(3) With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.9, either:

CONFERENCE WITH LEGAL COUNSEL

Existing litigation:

Unspecified to protect service of process

Unspecified to protect settlement posture

or:

CONFERENCE WITH LEGAL COUNSEL

Anticipated litigation:

As defendant As plaintiff

The space under "Existing litigation" shall be used to specifically identify a case under discussion pursuant to subdivision (a) of Government Code Section 54956.9, including the case name, court, and case number, unless the identification would jeopardize the City's ability to effectuate service of process upon one or more unserved parties, in which instance the space in the next succeeding line shall be checked, or unless the identification would jeopardize the City's ability to conclude existing settlement negotiations to its advantage, in which instance the space in the next succeeding line shall be checked. If the closed session is called pursuant to subdivision (b) or

(c) of Section 54956.9, the appropriate space shall be checked under "Anticipated litigation" to indicate the City's anticipated position as defendant or plaintiff respectively. If more than one instance of anticipated litigation is to be reviewed, space may be saved by entering the number of separate instances in the "As defendant" or "As plaintiff" spaces or both as appropriate. ~~The disclosure required by this section for anticipated litigation shall not apply to boards and commissions whose closed sessions are governed by charter section 3.500(f), except for the Board of Supervisors, unless and until a charter amendment is adopted pooling the provisions of that section relating to closed sessions.~~

(4) With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957, either:

THREAT TO PUBLIC SERVICES OR FACILITIES

Name, title and agency of law enforcement officer(s) to be conferred with:

or:

PUBLIC EMPLOYEE APPOINTMENT/HIRING

Title/description of position(s) to be filled:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Position and, in the case of a routine evaluation, name of employee(s) being evaluated:

or:

PUBLIC EMPLOYEE DISMISSAL

Number of employees affected:

or:

(5) With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.6, either:

CONFERENCE WITH NEGOTIATOR — COLLECTIVE BARGAINING

Name and title of City's negotiator:

Organization(s) representing:

Police officers, firefighters and airport police

Transit Workers

Nurses

Miscellaneous Employees

Anticipated issue(s) under negotiation:

Wages

Hours

Benefits

Working Conditions

Other (specify if known)

All

Where renegotiating a memorandum of understanding or negotiating a successor memorandum of understanding, the name of the memorandum of understanding:

In case of multiple items of business under the same category, lines may be added and the location of information may be reformatted to eliminate unnecessary duplication and space,

so long as the relationship of information concerning the same item is reasonably clear to the reader. As an alternative to the inclusion of lengthy lists of names or other information in the agenda, or as a means of adding items to an earlier completed agenda, the agenda may incorporate by reference separately prepared documents containing the required information, so long as copies of those documents are posted adjacent to the agenda within the time periods required by Government Code Sections 54954.2 and 54956 and provided with any mailed or delivered notices required by Sections 54954.1 or 54956.

Section 67.8-1 Additional Requirements for Closed Sessions

(a) All closed sessions of a policy body covered by this Ordinance shall be either audio recorded or audio and video recorded in their entirety and all sub recordings shall be retained for a least TEN years or permanently where technologically and economically feasible. Closed session recordings shall be made available whenever all rationales for closing the session are no longer applicable. Recordings of closed sessions of a policy body covered by this Ordinance, wherein the justification for the closed session is due to "anticipated litigation" shall be released to the public in accordance with any of the following provisions: TWO years after the meeting if no litigation is filed; UPON EXPIRATION of the statute of limitations for the anticipated litigation if no litigation is filed; as soon as the controversy leading to anticipated litigation is settled or concluded.

(b) Each agenda item for a policy body covered by this ordinance that involve existing litigation shall identify the case number and date the case was filed on the written agenda. For each agenda item for a group covered by this ordinance that involves anticipated litigation, the City Attorney's Office or the policy body shall disclose at any time requested and to any member of the public whether such anticipated litigation developed into litigation and shall identify the court case number and date the case was filed.

SEC. 67.9. Agendas And Related Materials: Public Records.

(a) Agendas of meetings and any other documents on file with the clerk of the policy body, when intended for distribution to all, or a majority of all, of the members of a policy body in connection with a matter anticipated for discussion or consideration at a public meeting shall be made available to the public. To the extent possible, such documents shall

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also be made available through the policy body's Internet site. However, this disclosure need not include any material exempt from public disclosure under ~~Government Code Sections 6253.5, 6254, or 6254.7~~ this ordinance.

(b) Records which are subject to disclosure under subdivision (a) and which are intended for distribution to the policy body prior to commencement of a public meeting shall be made available for public inspection and copying upon request prior to commencement of such meeting, whether or not actually distributed to or received by the body at the time of the request.

(c) Records which are subject to disclosure under subdivision (a) and which are distributed during a public meeting but prior to commencement of their discussion shall be made available for public inspection prior to commencement of, and during, their discussion.

(d) Records which are subject to disclosure under subdivision (a) and which are distributed during their discussion at a public meeting shall be made available for public inspection immediately or as soon thereafter as is practicable.

(e) A policy body may charge a duplication fee of one cent per page for a copy of a public record prepared for consideration at a public meeting, unless a special fee has been established pursuant to the procedure set forth in section 67.28(d). Neither this section nor the California Public Records Act (Government Code sections 6250 et seq.) shall be construed to limit or delay the public's right to inspect any record required to be disclosed by that act, whether or not distributed to a policy body.

SEC. 67.10 Closed Sessions: ~~Public Facilities And Employee~~ PERMITTED TOPICS. A policy body may, but is not required to hold closed sessions:

(a) With the Attorney General, district attorney, sheriff, or chief of police, or their respective deputies, on matters posing a threat to the security of public buildings or a threat to the public's right of access to public services or public facilities.

(b) To consider the appointment, employment, evaluation of performance, or dismissal of a City employee, if the policy body has the authority to appoint, employ, or dismiss the employee, or to hear complaints or charges brought against the employee by another person or employee unless the employee complained of requests a public hearing. The body may exclude from any such public meeting, and shall exclude from any such closed meeting, during the comments of a complainant, any or all other complainants in the matter. The term "employee" as used in this section shall not include any elected official, member of a

policy body or applicant for such a position, or person providing services to the City as an independent contractor or the employee thereof, including but not limited to independent attorneys or law firms providing legal services to the City for a fee rather than a salary.

(c) Notwithstanding section (b), an Executive Compensation Committee established ~~under pursuant to a~~ Memorandum of Understanding with the Municipal Executives Association may meet in closed session when evaluating the performance of an individual officer or employee subject to that Memorandum of Understanding or when establishing performance goals for such an officer or employee where the setting of such goals requires discussion of that individual's performance.

~~(d) This section shall not apply to boards and commissions whose closed sessions are governed by charter section 3.600(f), except for the Board of Supervisors, unless and until a charter amendment is adopted repealing the provisions of that section relating to closed sessions.~~

SEC. 67.11. Closed Sessions: Pending Litigation.

~~(a) A policy body based~~

~~(d) Based on advice of its legal counsel, and on a motion and vote in open session to assert the attorney-client privilege, may hold a closed session to confer with, or receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would likely and unavoidably prejudice the position of the City in that litigation. (b) Litigation shall be considered pending when any of the following circumstances exist:~~

(1) An adjudicatory proceeding before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator, to which the City is a party, has been initiated formally; or —

(2) A point has been reached where, in the opinion of the policy body on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the City, or the body is meeting only to decide whether a closed session is authorized pursuant to that advice or, based on those facts and circumstances, the body has decided to initiate or is deciding whether to initiate litigation.

~~(c) (3) A closed session may not be held under this section to consider the qualifications or engagement of an independent contract attorney or law firm, for litigation services or otherwise.~~

~~(d) Prior to holding a closed session pursuant to this section, the policy body shall disclose the justification for its closure either by notice in the appropriate category on the~~

~~agenda or in the case of an item not on the agenda based on a finding of necessity and urgency, by an oral announcement specifying the same information.~~

~~(e) This section shall not apply to boards and commissions whose closed sessions are governed by charter section 3.600(f), except for the Board of Supervisors, unless and until a charter amendment is adopted repealing the provisions of that section relating to closed sessions.~~

SEC. 67.12. Closed Sessions: Employee Salaries And Benefits.

~~(a) A policy body with authority over~~ (e) With the City's designated representatives regarding matters within the scope of collective bargaining or meeting and conferring with public employee organizations may hold closed sessions when a policy body has authority over such matters.

~~with the City's designated representatives regarding such matters. Closed (1) Such closed sessions shall be for the purpose of reviewing the City's position and instructing its designated representatives and may take place solely prior to and during active consultations and discussions between the City's designated representatives and the representatives of employee organizations or the unrepresented employees. A policy body shall not discuss compensation or other contractual matters in closed session with one or more employees directly interested in the outcome of the negotiations.~~

~~(b) (2) In addition to the closed sessions authorized by subsection (a) subsection 67.10(e)(1), a policy body subject to Government Code Section 3501 may hold closed sessions with its designated representatives on mandatory subjects within the scope of representation of its represented employees, as determined pursuant to Section 3504.~~

SEC. 67.13 67.11. Statement Of Reasons For Closed Sessions.

Prior to any closed session, a policy body shall state the general reason or reasons for the closed session, and ~~may cite~~ shall cite the statutory authority, including the specific section and subdivision, or other legal authority under which the session is being held. In the closed session, the policy body may consider only those matters covered in its statement. In the case of regular and special meetings, the statement shall be made in the form of the agenda disclosures and specifications required by Section 67.8 of this article. In the case of adjourned and continued meetings, the statement shall be made with the same disclosures and specifications required by Section 67.8 of this article, as part of the notice provided for

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the meeting.

In the case of an item added to the agenda as a matter of urgent necessity, the statement shall be made prior to the determination of urgency and with the same disclosures and specifications as if the item had been included in the agenda pursuant to Section 67.8 of this article. Nothing in this section shall require or authorize a disclosure of information prohibited by state or federal law.

SEC. 67.14 67.12. Disclosure Of Closed Session Discussions and Actions.

(a) After every closed session, a policy body may in its discretion and in the public interest, disclose to the public any portion of its discussion which that is not confidential under federal or state law, the Charter, or non-waivable privilege. The body shall, by motion and vote in open session, elect either to disclose no information or to disclose the information which that a majority deems to be in the public interest. The disclosure shall be made through the presiding officer of the body or such other person, present in the closed session, whom he or she designates to convey the information.

(b) A policy body shall publicly report any action taken in closed session and the vote or abstention of every member present thereon, as follows:

(1) Real Property Negotiations: Approval given to ~~the~~ a policy body's negotiator concerning real estate negotiations pursuant to Government Code Section 54956.8 shall be reported as soon as the agreement is final. If its own approval renders the agreement final, the policy body shall report that approval, the substance of the agreement and the vote thereon in open session immediately. If final approval rests with ~~the~~ another party to the negotiations, the body shall disclose the fact of that approval, the substance of the agreement and the body's vote or votes thereon upon inquiry by any person, as soon as the other party or its agent has informed the body of its approval. If notwithstanding the final approval there are conditions precedent to the final consummation of the transaction, or there are multiple contiguous or closely located properties that are being considered for acquisition, the document referred to in subdivision (b) of this section need not be disclosed until the condition has been satisfied or the agreement has been reached with respect to all the properties, or both.

(2) Litigation: Direction or approval given to the body's legal counsel to prosecute, defend or seek or refrain from seeking appellate review or relief, or to otherwise enter as a party, intervenor or amicus curiae in any form of litigation as the result of a consultation ~~under~~ pursuant to Government Code Section 54956.9 shall be reported in open session as

soon as given, or at the first meeting after an adverse party has been served in the matter if immediate disclosure of the City's intentions would be contrary to the public interest. The report shall identify the adverse party or parties, any co-parties with the City, any existing claim or order to be defended against or any factual circumstances or contractual dispute giving rise to the City's complaint, petition or other litigation initiative. ~~This section shall not apply to boards and commissions whose closed sessions are governed by charter section 3.500(f), except for the Board of Supervisors, unless and until charter amendment is adopted repealing the provisions of that section relating to closed sessions.~~

(3) Settlement: A policy body shall neither solicit nor agree to any term in a settlement which would preclude the release ~~upon request by the public~~ of the text of the settlement itself and any related documentation communicated to or received from the adverse party or parties. ~~Any written settlement agreement and any documents attached to or referenced in the settlement agreement shall be made publicly available at least 10 calendar days before the meeting of the policy body at which the settlement is to be approved to the extent that the settlement would commit the City or a department thereof to adopting, modifying, or discontinuing an existing policy practice or program or otherwise acting other than to pay an amount of money less than \$50,000. The agenda for any meeting in which a settlement subject to this section is discussed shall identify the names of the parties, the case number, the court, and the material facts of the settlement. Where the disclosure of documents in a litigation matter that has been settled could effect be detrimental to the city's interest in pending litigation on a closely related case arising from the same facts or incident and involving a party not a party to or otherwise aware of the settlement the documents required to be disclosed by subdivision (b) of this section need not be disclosed until the closely related other case is settled or otherwise finally concluded. No section shall not be applicable to the Airports Commission, the Port Commission or the Public Utilities Commission.~~

(4) Employee Actions: Action taken to appoint, employ, dismiss, transfer or accept the resignation of a public employee in closed session pursuant to Government Code Section 54957 shall be reported immediately in a manner that names the employee, the action taken and position affected and, in the case of dismissal for a violation of law or of the policy of the City, the reason for dismissal. "Dismissal" within the meaning of this ordinance includes any termination of employment at the will of

the employer rather than of the employee, however characterized. The proposed terms of any separation agreement shall be immediately disclosed as soon as presented to the body, and its final terms shall be immediately disclosed upon approval by the body. ~~Except for information required to be disclosed by the Ralph M. Brown Act, this section shall apply to boards and commissions whose closed sessions are governed by charter section 3.500(f), except for the Board of Supervisors, unless and until charter amendment is adopted repealing the provisions of that section relating to closed sessions.~~

(5) Collective Bargaining: Any collectively bargained agreement shall be made publicly available at least 15 calendar days before the meeting of the policy body to which the agreement is to be reported.

(c) Reports required to be made immediately may be made orally or in writing, but shall be supported by copies of any contracts, settlement agreements, or other documents related to the transaction that were finally approved or adopted in the closed session and that embody the information required to be disclosed—by immediate report, immediately shall be provided to any person who ~~requested such copies in~~ has made a written request submitted within 24 hours of regarding the item following the posting of the agenda, or who has made a standing request for all such documentation as part of a request for notice of meetings pursuant to Government Code Sections 54954.1 or 54956.

(d) A written summary of the information required to be immediately reported pursuant to this section, or documents embodying that information, shall be posted by the close of business on the next business day following the meeting, in the place where the meeting agendas of the body are posted.

SEC. 67.16 67.13. Barriers To Attendance Prohibited.

(a) No policy body shall conduct any meeting, conference or other function in any facility that excludes persons on the basis of actual or presumed class identity or characteristics, or which is inaccessible to persons with physical disabilities, or where members of the public may not be present without making a payment or purchase. Whenever the Board of Supervisors, ~~or a board or commission enumerated in the charter, or a permanent subcommittee of the governing board or commission thereof~~ anticipates that the number of persons attending the meeting will exceed the legal capacity of the meeting room, any public address system used to amplify sound in the meeting room shall be

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extended by supplementary speakers to permit the overflow audience to listen to the proceedings in an adjacent room or passageway, unless such supplementary speakers would disrupt the operation of a City office.

(b) Each board and commission enumerated in the charter shall provide sign language interpreters or note-takers at each regular meeting, ~~providing~~ provided that a request for such services is communicated to the secretary ~~or clerk~~ of the board or commission at least 48 hours before the meeting, except for Monday meetings, for which the deadline shall be 4 p.m. of the last business day of the preceding week.

(c) Each board and commission enumerated in the charter shall ensure that accessible seating for persons with disabilities, including those using wheelchairs, is made available for each regular and special meeting.

(d) Each board and commission enumerated in the charter shall include on the agenda for each ~~general~~ regular and special meeting the following statement: "In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals."

(e) The Board of Supervisors shall seek to provide translators at each ~~of irregular meeting of the full Board of Supervisors and Board Committee meetings and all meetings of its committees~~ for each language requested, where the translation is necessary to enable San Francisco residents with limited English proficiency to participate in the proceedings. ~~However, it is projected that the use of provided that a request for such translation services will most likely be required at the Board of Supervisors and Board Committee meetings held in the community where community members have limited English proficiency. The request for translation services shall be~~ is communicated to the Clerk of the Board of Supervisors at least 48 hours before the meeting. ~~When the Board or Committee meet for meetings on a Monday or a Tuesday, the request must be made by noon of the last business day of the preceding week. The Clerk of the Board of Supervisors shall~~ solicit volunteers from the ranks of City employees and/or from the community to serve as translators. If volunteers are not available the Clerk of the Board of Supervisors may ~~at~~ solicit translators from non-profit agencies, which may be compensated. If these options do not provide the necessary translation services, the Clerk may employ professional translators. The unavailability of a translator shall not affect the ability of the Board of Supervisors or its committees to deliberate or vote upon any

matter presented to them. In any calendar year in which the costs to the City for providing translator services under ~~Subsection (e) this subsection~~ exceeds \$20,000, the Board of Supervisors shall, as soon as possible thereafter, review the provisions of ~~Subsection (e). The provisions of Subsection (e) shall expire on December 31, 1998, this subsection.~~

~~SEC. 67.16~~ SEC. 67.14. Tape Recording, Filming And Still Photography.

(a) Any person attending an open and public meeting of a policy body shall have the right to record the proceedings with an audio or video ~~tape~~ recorder or a still or motion picture camera, or to broadcast the proceedings, in the absence of a reasonable finding of the policy body that the recording or broadcast cannot continue without such noise, illumination or obstruction of view as to constitute a persistent disruption of the proceedings.

(b) Each board and commission enumerated in the charter shall ~~tape~~ audio record each regular and special meeting. Each such ~~tape~~ audio recording, and any audio or video ~~tape~~ recording of a meeting of any other policy body made at the direction of the policy body shall be a public record subject to inspection pursuant to the California Public Records Act (Government Code Section 6250 et seq.), and shall not be erased or destroyed ~~for at least seven calendar days, provided that if during that seven day period a written request for inspection or copying of that record is made the tape shall not be destroyed or erased until the requested inspection or copying has been accomplished.~~ Inspection of any such ~~video or tape~~ recording shall be provided without charge on ~~a tape recorder~~ an appropriate play back device made available by the City.

SEC. ~~67.17~~ 67.15. Public Testimony ~~At Regular And Certain Special Meetings.~~

(a) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address a policy body on items of interest to the public that are within policy body's subject matter jurisdiction, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by section 67.7(c) of this article. However, in the case of a meeting of the Board of Supervisors, the agenda need not provide an opportunity for members of the public to address the Board on any item that has already been considered by a committee, composed exclusively of members of the Board, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed since the committee

heard the item, as determined by the Board.

(b) Every agenda for special meetings at which action is proposed to be taken on an item shall provide an opportunity for each member of the public to directly address the body concerning that item prior to action thereupon.

(c) A policy body may adopt reasonable regulations to ensure that the intent of subdivisions (a) and (b) are carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. Each policy body shall adopt a rule providing that each person wishing to speak on an item before the body at a regular or special meeting shall be permitted to be heard once for up to three minutes. The limits shall be applied uniformly to members of the public wishing to testify

(d) A policy body shall not abridge or prohibit public criticism of the policy, procedures, programs or services of the City, or of any other aspect of its proposals or activities, or of the acts or omissions of the body, on the basis that the performance of one or more public employees is implicated, or on any basis other than reasonable time constraints adopted in regulations pursuant to subdivision (c) of this section.

(e) To facilitate public input, an agenda changes or continuances shall be announced by the presiding officer of a policy body at the beginning of a meeting, or as soon thereafter as the change or continuance becomes known to such presiding officer.

SEC. 67.16 ~~SEC. 67.18~~. Minutes.

The clerk ~~of the Board of Supervisors and the clerk or secretary~~ of each board and commission enumerated in the charter shall record the minutes for each regular and special meeting of the board or commission. The minutes shall state the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the board or commission began and ended any closed session, the names of the members and the names, and titles where applicable, of any other persons attending any closed session, a list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter, a brief summary of each person's statement during the public comment period for each agenda item, and the time the meeting was adjourned. A person speaking during a public comment period may supply a brief written summary of their comments

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which shall, if no more than 150 words, be included in the minutes.

The draft minutes of each meeting shall be available for inspection and copying upon request no later than ten working days after the meeting. The officially adopted minutes shall be available for inspection and copying upon request no later than ten working days after the meeting at which the minutes are adopted. Upon request, minutes required to be produced by this section shall be made available in Braille or increased type size.

SEC. 67.19 67.17. Public Comment By Members Of Policy Bodies.

Every member of a policy body retains the full constitutional rights of a citizen to comment publicly on the wisdom or propriety of government actions, including those of the policy body of which he or she is a member. Policy bodies shall not sanction, reprove or deprive members of their rights as elected or appointed officials for expressing their judgments or opinions, including those which deal with the perceived inconsistency of non-public discussions, communications or actions with the requirements of state or federal law or of this ordinance. The release of specific factual information made confidential by state or federal law including, but not limited to, the privilege for confidential attorney-client communications, may be the basis for a request for injunctive or declaratory relief, of a complaint to the Mayor seeking an accusation of misconduct, or both.

ARTICLE III: PUBLIC INFORMATION AND PUBLIC RECORDS

SEC. 67.20. Definitions. Whenever in this article the following words or phrases are used, they shall mean:

(a) "Department" shall mean a department of the City and County of San Francisco.

(b) "Public Information" shall mean the content of "public records" as defined in the California Public Records Act (Government Code Section 6252), whether provided in documentary form or in an oral communication. "Public Information" shall not include "computer software" developed by the City and County of San Francisco as defined in the California Public Records Act (Government Code Section 6254.9).

(c) "Supervisor of Records" shall mean the City Attorney.

SEC. 67.21. Release Of Documentary Public Information. (a)

SEC. 67.21. Process for Gaining Access to Public Records: Administrative Appeals

(a) Every person having custody of any public record or public information, as defined

herein, (hereinafter referred to as a custodian of a public record) shall, at ~~normal~~ times and during normal and reasonable hours of operation, without unreasonable delay and without requiring an appointment, permit the public record, or any segregable portion of a record, to be inspected and examined by any person and shall furnish one copy thereof upon payment of a reasonable copying charge, not to exceed the lesser of the actual cost or ten cents per page.

(b) A custodian of a public record shall, as soon as possible and within ten days following receipt of a request for inspection or copy of a public record, comply with such request. Such request may be delivered to the office of the custodian by the requester orally or in writing by fax, postal delivery, or e-mail. If the custodian believes the record or information requested is not a public record or exempt, the custodian shall justify withholding an record by demonstrating, in writing as soon as possible and within ten days following receipt of a request, that the record in question is exempt under express provisions of this ordinance.

(c) A custodian of a public record shall assist a requester in identifying the existence, form, and nature of any records or information maintained by available to, or in the custody of the custodian, whether or not the contents of those records are exempt from disclosure and shall, when requested to do so, provide in writing within seven days following receipt of a request, a statement as to the existence, quantity, form and nature of records relating to a particular subject or questions with enough specificity to enable a requester to identify records in order to make a request under (b). A custodian of any public record, when not in possession of the record requested, shall assist a requester in directing a request to the proper office or staff person.

(d) If the custodian refuses, fails to comply or incompletely complies with a request described in (b), the person making the request may petition the supervisor of records for a determination whether the record requested is public. The supervisor of records shall inform the petitioner as soon as possible and within 10 days, of its determination whether the record requested or any part of the record requested, is public. Where requested by the petition, and where otherwise desirable, this determination shall be in writing. Upon the determination by the supervisor of records that the record is public, the supervisor of records shall immediately order the custodian of the public record to comply with the person's request. If the custodian refuses or fails to comply with any such order within 5 days, the supervisor of records shall notify the district attorney or the attorney general who shall seek

whatever measures she or he deems necessary and appropriate to insure compliance with the provisions of this ordinance.

(e) If the custodian refuses, fails to comply or incompletely complies with a request described in (b) above or if a petition is denied or not acted on by the supervisor of public records, the person making the request may petition the Sunshine Task Force for a determination whether the record requested is public. The Sunshine Task Force shall inform the petitioner, as soon as possible and within 2 days after its next meeting but in no case later than 45 days from when a petition in writing is received, of its determination whether the record requested or any part of the record requested, is public. Where requested by the petition, and where otherwise desirable, this determination shall be in writing. Upon the determination that the record is public, the Sunshine Task Force shall immediately order the custodian of the public record to comply with the person's request. If the custodian refuses or fails to comply with any such order within 5 days, the Sunshine Task Force shall notify the district attorney or the attorney general who may take whatever measures she or he deems necessary to insure compliance with the provisions of this ordinance. The Board of Supervisors and the City Attorney's office shall provide sufficient staff and resources to allow the Sunshine Task Force to fulfill its duties under this provision. Where requested by the petition, the Sunshine Task Force may conduct a public hearing concerning the records request denial. An authorized representative of the custodian of the public records requested shall attend any hearing and explain the basis for its decision to withhold the records requested.

(f) The administrative remedy provided under this article shall in no way limit the availability of other administrative remedies provided to any person with respect to an officer or employee of any agency, executive office, department or board; nor shall the administrative remedy provided by this section in any way limit the availability of judicial remedies otherwise available to any person requesting a public record. If a custodian of a public record refuses or fails to comply with the request of any person for inspection or copy of a public record or with an administrative order under this section, the superior court shall have jurisdiction to order compliance.

(g) In any court proceeding pursuant to this article there shall be a presumption that the record sought is public and the burden shall be upon the custodian to prove with specificity the exemption which applies.

(h) On at least an annual basis, and as other-

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wise requested by the Sunshine Ordinance Task Force, the supervisor of public records shall prepare a tally and report of every petition brought before it for access to records since the time of its last tally and report. The report shall at least identify for each petition the record or records sought, the custodian of those records, the ruling of the supervisor of public records, whether any ruling was overturned by a court and whether orders given to custodians of public records were followed. The report shall also summarize any court actions during that period regarding petitions the Supervisor has decided. At the request of the Sunshine Ordinance Task Force, the report shall also include copies of all rulings made by the supervisor of public records and all opinions issued.

(i) The San Francisco City Attorney's office shall act to protect and secure the rights of the people of San Francisco to access public information and public meetings and shall not act as legal counsel for any city employee or any person having custody of any public record for purposes of denying access to the public. The City Attorney may publish legal opinions in response to a request from any person as to whether a record or information is public. All communications with the City Attorney's Office with regard to this ordinance, including petitions, requests for opinion, and opinions shall be public records.

(g) Notwithstanding the provisions of this section, the City Attorney may defend the City or a City Employee in litigation under this ordinance that is actually filed in court to an extent required by the City Charter or California Law.

(h) Release of documentary public information, whether for inspection of the original or by providing a copy, shall be governed by the California Public Records Act (Government Code Section 6250 et seq.) in particular not addressed by this ordinance and in accordance with the enhanced disclosure requirements provided in this ordinance.

(i) Inspection and copying of documentary public information stored in electronic form shall be made available to the person requesting the information in any form requested which is available to or easily generated by the department, its officers or employees, including disk, tape, printout or monitor at a charge no greater than the cost of the media on which it is duplicated, plus the direct costs of equipment, supplies and labor costs associated with duplicating the electronic file which is requested. Inspection of documentary public information on a computer monitor need not be allowed where the information sought is necessarily and inseparably intertwined with information not subject to disclosure under the California Public Records Act and this ordi-

nance. Nothing in this section shall require a department to program or reprogram a computer to respond to a request for information or to release information where the release of that information would violate a licensing agreement or copyright law.

SEC. 67.21-1. Policy Regarding Use and Purchase of Computer Systems

(a) ~~(a)~~ It is the policy of the City and County of San Francisco to utilize computer technology in order to reduce the cost of public records management, including the costs of collecting, maintaining, and disclosing records subject to disclosure to members of the public under this section. To the extent that it is technologically and economically feasible, departments that use computer systems to collect and store public records shall program and design these systems to ensure convenient, efficient, and economical public access to records and shall make public records easily accessible over public networks such as the Internet.

(b) ~~(b)~~ Departments purchasing new computer systems shall attempt to reach the following goals as a means to achieve lower costs to the public in connection with the public disclosure of records:

(1) Implementing a computer system in which exempt information is segregated or filed separately from otherwise disclosable information.

(2) Implementing a system that permits reproduction of electronic copies of records in a format that is generally recognized as an industry standard format.

(3) Implementing a system that permits making records available through the largest non-profit, non-proprietary public computer network, consistent with the requirement for security of information.

SEC. 67.22. Release Of Oral Public Information. Release of oral public information shall be accomplished as follows:

(a) Every department head shall designate a person or persons ~~knowledgeable~~ knowledgeable about the affairs of the department, to provide information, including oral information, to the public about the department's operations, plans, policies and positions. The department head may designate himself or herself for this assignment, but in any event shall arrange that an alternate be available for this function during the absence of the person assigned primary responsibility. If a department has multiple bureaus or divisions, the department may designate a person or persons for each bureau or division to provide this information.

(b) The role of the person or persons so designated shall be to provide information on a timely and responsive basis as possible to

those members of the public who are not requesting information from a specific person. This section shall not be interpreted to curtail existing informal contacts between employees and members of the public when these contacts are occasional, acceptable to the employee and the department, not disruptive of his or her operational duties and confined to accurate information not confidential by law.

(c) No employee shall be required to respond to an inquiry or inquiries from an individual if it would take the employee more than fifteen minutes to obtain the information responsive to the inquiry or inquiries.

(d) Public employees shall not be discouraged from or disciplined for the expression of their personal opinions on any matter of public concern while not on duty, so long as the opinion (1) is not represented as that of the department and does not misrepresent the department position; and (2) does not disrupt coworker relations, impair discipline or control by superiors, erode a close working relationship premised on personal loyalty and confidentiality, interfere with the employee's performance of his or her duties or obstruct the routine operation of the office in a manner that outweighs the employee's interests in expressing that opinion. In adopting this subdivision, the Board of Supervisors intends merely to restate and affirm court decisions recognizing the First Amendment rights enjoyed by public employees. Nothing in this section shall be construed to provide rights to City employees beyond those recognized by courts, now or in the future, under the First Amendment, or to create any new private cause of action or defense to disciplinary action.

(e) Notwithstanding any other provisions of this ordinance, public employees shall not be discouraged from or disciplined for disclosing any information that is public information or a public record to a journalist or a member of the public. Any public employee who is disciplined for disclosing public information or a public record shall have a cause of action against the City and the supervisor imposing the discipline.

SEC. 67.23. Public Review File — Policy Body Communications.

(a) The clerk of the Board of Supervisors and the clerk of each board and commission enumerated in the charter shall maintain a file, accessible to any person during normal office hours, containing a copy of any letter, memorandum or other communication which the clerk has distributed to or received from a quorum of the policy body concerning a matter calendared by the body within the previous 30

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days or likely to be calendared within the next 30 days, irrespective of subject matter, origin or recipient, except commercial solicitations, periodical publications or communications exempt from disclosure under the California Public Records Act (Government Code Section 6250 et seq.) and not deemed disclosable under Section 67.24 of this article.

(b) Communications, as described in subsection (a), sent or received in the last three business days shall be maintained in chronological order in the office of the department head or at a place nearby, clearly designated to the public. After documents have been on file for two full days, they may be removed, and, in the discretion of the board or commission, placed in a monthly chronological file.

(c) Multiple-page reports, studies or analyses which are accompanied by a letter or memorandum of transmittal need not be included in the file so long as the letter or memorandum of transmittal is included.

SEC. 67.24. ~~Non-exempt~~ Public Information That Must be Disclosed

Notwithstanding ~~the~~ a department's legal discretion to withhold certain information under the California Public Records Act, the following policies shall govern specific types of documents and information and shall provide enhanced rights of public access to information and records:

(a) Drafts and Memoranda.

(1) Except as provided in subparagraph (2), no preliminary draft or department memorandum, ~~whether in printed or electronic form,~~ shall be exempt from disclosure under Government Code Section 6254, subdivision (a) ~~if it is normally kept on file or any other provision. If such a document it is not normally kept on file and would otherwise be disposed of, its factual content is not exempt under subdivision (a). Only the recommendation of the author may, in such circumstances, be withheld as exempt.~~

(2) Draft versions of an agreement being negotiated by representatives of the City with some other party need not be disclosed immediately upon creation but must be preserved and made available for public review for 10 days prior to the presentation of the agreement for approval by a policy body, unless the body finds that and articulates how the public interest would be unavoidably and substantially harmed by compliance with this 10 day rule, provided that policy body as used in this subdivision does not include committees. In the case of negotiations for a contract, lease or other business agreement in which an agency of the City is offering to provide facilities or services in direct competition with other public or private entities that are not required by law to make their competing proposals public or do

~~not in fact make their proposals public,~~ the policy body may postpone public access to the final draft agreement until it is presented to it for approval. ~~Earlier versions and/or drafts of agreements shall not be subject to disclosure if the public interest in withholding the records clearly outweighs the public interest in disclosure as provided by California Government Code section 6254(a).~~

(b) Litigation Material.

(1) Notwithstanding any exemptions otherwise provided by law, the following are public records subject to disclosure under this Ordinance:

(i) A pre-litigation (1) No pre-litigation claim against the City or any other ;

(ii) A record previously received or created by a department in the ordinary course of business ~~shall be exempt from disclosure under Government Code section 6254, subdivision (b) that was not attorney/client privileged when it was previously received or created;~~

(iii) Advice on compliance with, analysis of an opinion concerning liability under or any communication otherwise concerning the California Public Records Act, the Ralph M. Brown Act, the Political Reform Act, any San Francisco governmental ethics code or this Ordinance.

(2) Unless otherwise privileged under California law, when litigation is finally adjudicated or otherwise settled, records of all communications between the department and the adverse party shall be subject to disclosure, including the text and terms of any settlement.

(c) Personnel Information. None of the following shall be exempt from disclosure under Government Code Section 6254, subdivision (c), or any other provision of California law where disclosure is not forbidden:

(1) The job pool characteristics and employment and education histories of all successful job applicants, including at a minimum the following information as to each successful job applicant:

(i) Sex, age and ethnic group;

(ii) Years of graduate and undergraduate study, degree(s) and major or discipline;

(iii) Years of employment in the private and/or public sector;

(iv) Whether currently employed in the same position for another public agency.

(v) Other non-identifying particulars as to experience, credentials, aptitudes, training or education entered in or attached to a standard employment application form used for the position in question.

(2) The professional biography or curriculum vitae of any employee, provided that the home address, home telephone number, social security number, age, and marital status of the employee shall be redacted.

(3) The job description of every employment

classification.

(4) The exact gross salary and City-paid benefits available to every employee.

(5) Any memorandum of understanding between the City or department and a recognized employee organization.

(6) The amount, basis, and recipient of an performance-based increase in compensation, benefits, or both or any other bonus, awarded to any employee, which shall be announced during the open session of a policy body at which the award is approved.

(7) The record of any confirmed misconduct of a public employee involving personal dishonesty, misappropriation of public funds, resources or benefits, unlawful discrimination against another on the basis of status, abuse of authority, or violence, and of an discipline imposed for such misconduct.

(d) Law Enforcement Information. ~~No records pertaining to an investigation, arrest or other law enforcement activity shall be exempt from disclosure under Government Code Section 6254, subdivision (f) beyond the point where the prospect of an enforcement action has been terminated by either a court or a prosecutor. When such a point has been reached, related records of law enforcement activity shall be accessible, except that individual items of information in the following categories may be withheld: the names of witnesses (whose distinct identities may be indicated by substituting an alphabetical letter for each individual interviewed); personal and otherwise private information unrelated to the reasons for which the law enforcement action was commenced or terminated; the identity of a confidential source; secret investigative techniques or procedures; or information whose disclosure would endanger law enforcement personnel.~~

The District Attorney, Chief of Police and Sheriff are encouraged to cooperate with the press and other member of the public in allowing access to local records pertaining to investigations, arrests, and other law enforcement activity. However, no provision of this ordinance is intended to abrogate or interfere with the constitutional and statutory power and duties of the District Attorney and Sheriff as interpreted under Government Code section 25303, or other applicable state law or judicial decision. Records pertaining to an investigation, arrest or other law enforcement activity shall be disclosed to the public once the District Attorney or court determines that a prosecution will not be sought against the subject involved, or once the statute of limitations for filing charges has expired, whichever occurs first. Notwithstanding the occurrence

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~~of any such entire individual items of information in the following categories may be segregated and withheld if, on the particular facts, the public interest in nondisclosure clearly and substantially outweighs the public interest in disclosure:~~

~~(1) the names of juvenile witnesses (whose identities may nevertheless be indicated by substituting a number or alphabetical letter for each individual interviewed);~~

~~(2) personal or otherwise private information related to or unrelated to the investigation if disclosure would constitute an unwarranted invasion of privacy;~~

~~(3) the identity of a confidential source;~~

~~(4) secret investigative techniques or procedures;~~

~~(5) information whose disclosure would endanger law enforcement personnel; or~~

~~(6) information whose disclosure would endanger the successful completion of an investigation where the respect of enforcement proceedings is concrete and definite.~~

This subdivision shall not exempt from disclosure any portion of any record of a concluded inspection or enforcement action by an officer or department responsible for regulatory protection of the public health, safety, or welfare.

(e) Contracts, Bids and Proposals

(1) Contracts, contractors' bids, responses to requests for proposals and all other records of communications between the department and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All bidders and contractors shall be advised that information provided which is covered by this subdivision will be made available to the public upon request. Immediately after any review or evaluation or rating of responses to a Request for Proposal ("RFP") has been completed evaluation forms and score sheets and any other documents used by persons in the RFP valuation or contractor selection process shall be available for public inspection. The names of scorers, readers or evaluators, along with their individual ratings, comments, and score sheets or comments on related documents, shall be made immediately available after the review or evaluation of a RFP has been completed.

(2) Notwithstanding the provisions of this subdivision or any other provision of this ordinance, the Director of Public Health may withhold from disclosure proposed and final rates of payment for managed health care contracts if the Director determines that public disclosure

would adversely affect the ability of the City to engage in effective negotiations for managed health care contracts. The authority to withhold this information applies only to contracts pursuant to which the City (through the Department of Public Health) either pays for health care services or receives compensation for providing such services, including mental health and substance abuse services, to covered beneficiaries through a pre-arranged rate of payment. This provision also applies to rates for managed health care contracts for the University of California, San Francisco, if the contract involves beneficiaries who receive services provided jointly by the City and University. This provision shall not authorize the Director to withhold rate information from disclosure for more than three years.

(3) During the course of negotiations for:

(i) personal, professional, or other contractual services not subject to a competitive process or where such a process has arrived at a stage where there is only one qualified or responsive bidder;

(ii) leases or permits having total anticipated revenue or expense to the City and County of five hundred thousand dollar (\$500,000) or more or having a term of ten years or more;

(iii) any franchise agreements;

all documents exchanged and related to the position of the parties, including draft contracts, shall be made available for public inspection and copying upon request. In the event that no records are prepared or exchanged during negotiations in the above-mentioned categories, or the records exchanged do not provide a meaningful representation of the respective positions, the city attorney or city representative familiar with the negotiations shall, upon a written request by a member of the public, prepare written summaries of the respective positions within five working days following the final day of negotiation of any given week. The summaries will be available for public inspection and copying. Upon completion of negotiations, the executed contract, including the dollar amount of said contract, shall be made available for inspection and copying. At the end of each fiscal year each City department shall provide to the Board of Supervisors a list of all sole source contracts entered into during the past fiscal year. This list shall be made available for inspection and copying as provided for elsewhere in this Article.

(f) Budgets and Other Financial Information. Budgets, whether tentative, proposed or adopted, for the City or any of its departments, programs, projects or other categories, and all bills, claims, invoices, vouchers or other records of payment obligations as well as records of actual disbursements showing the amount paid, the payee and the purpose for

which payment is made, other than payments for social or other services whose records are confidential by law, shall not be exempt from disclosure under any circumstances.

~~(g) Neither the City nor an office, employee, or agent thereof may assert California Public Records Act sec. 6255 or any similar provision as the basis for withholding documents or information requested under this ordinance.~~

~~(h) Neither the City nor an office, employee, or agent thereof may assert an exemption for withholding for a document or information based on a "deliberative process" exemption, either as provided by California Public Records Act sec. 6255 or an other provision of law that does not prohibit disclosure.~~

(i) Neither the City nor any office, employee, or agent thereof may assert an exemption for withholding for a document or information based on a finding or showing that the public interest in withholding the information outweighs the public interest in disclosure. All withholdings of documents or information must be based on an express provision of this ordinance providing for withholding of the specific type of information in question or on an express and specific exemption provided by California Public Records Act that is not forbidden by this ordinance.

SEC. 67.23. Immediacy Of Response.

(a) Notwithstanding the 10-day period for response to a request permitted in Government Code Section 6256 and in this Article, a written request for information described in any category of non-exempt public information—in Section 67.24 of this Article—which shall be satisfied no later than the close of business on the day following the day of the request. This deadline shall apply only if the words "Immediate Disclosure Request" are ~~written~~ placed across the top of the request and the envelope, subject line or cover sheet in which the request is transmitted. ~~These Maximum~~ deadlines provided in this article are appropriate for more extensive or demanding requests, but shall not be used to delay fulfilling a simple, routine or otherwise readily answerable request.

(b) If the voluminous nature of the information requested, its location in a remote storage facility or the need to consult with another interested department warrants an extension of 10 days as provided in Government Code Section 6456.1, the requester shall be notified as required by the close of business on the business day following the request.

(c) The person seeking the information need not state his or her reason for making the

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LEGAL TEXT OF PROPOSITION G (CONTINUED)

request or the use to which the information will be put, and requesters shall not be routinely asked to make such a disclosure. Where a record being requested contains information most of which is exempt from disclosure under the California Public Records Act and this article, however, the City Attorney or custodian of the record may inform the requester of the nature and extent of the non-exempt information and inquire as to the requester's purpose for seeking it, in order to suggest alternative sources for the information which may involve less redaction or to otherwise prepare a response to the request.

(d) Notwithstanding any provisions of California Law or this ordinance, in response to a request for information describing any category of non-exempt public information, when so requested, the City and County shall produce any and all responsive public records as soon as reasonably possible on an incremental or "rolling" basis such that responsive records are produced as soon as possible by the end of the same business day that they are reviewed and collected. This section is intended to prohibit the withholding of public records that are responsive to a records request until all potentially responsive documents have been reviewed and collected. Failure to comply with this provision is a violation of this article.

SEC. 67.26. ~~Minimum~~ Withholding ~~Kept to a Minimum~~

No record shall be withheld from disclosure in its entirety unless all information contained in it is exempt from disclosure under express provisions of the California Public Records Act or of some other statute. Information that is exempt from disclosure shall be masked, deleted or otherwise segregated in order that the nonexempt portion of a requested record may be released, and keyed by footnote or other clear reference to the appropriate justification for withholding required by section 67.27 of this article. This work shall be done personally by the attorney or other staff member conducting the exemption review. ~~If that employee's work in redaction and footnoting exceeds one hour the requester may be required to pay that extra increment of time at the pro rata hourly salary rate of the~~ The work of responding to a public records request and preparing documents for disclosure shall be considered part of the regular work duties of any city employee. Staff time used to locate or collect, and no fee shall be charged to the requester to cover the personnel costs of responding to records for review or copying shall not be included as chargeable request.

SEC. 67.27. Justification Of Withholding.

Any withholding of information shall be justified, in writing, as follows:

(a) A withholding under a specific permissive exemption in the California Public Records Act, or elsewhere, which permissive exemption is not forbidden to be asserted by this ordinance, shall cite that authority ~~and explain in factual terms how the public interest would be harmed by disclosure.~~

(b) A withholding on the basis that disclosure is prohibited by law shall cite the specific statutory authority in the Public Records Act or elsewhere.

(c) A withholding on the basis that disclosure would incur civil or criminal liability shall cite any specific statutory or case law, or any other public agency's litigation experience, supporting that position.

(d) When a record being requested contains information, most of which is exempt from disclosure under the California Public Records Act and this Article, the custodian shall inform the requester of the nature and extent of the nonexempt information and suggest alternative sources for the information requested if available.

SEC. 67.28. Fees For Duplication.

(a) No fee shall be charged for making public records available for review.

(b) For documents routinely produced in multiple copies for distribution, e.g. meeting agendas and related materials, unless a special fee has been established pursuant to subdivision (d) of this section, a fee not to exceed one cent per page may be charged, plus any postage costs.

(c) For documents assembled and copied to the order of the requester, unless a special fee has been established pursuant to subdivision (d) of this section, a fee not to exceed 10 cents per page may be charged, plus any postage.

(d) A department may establish and charge a higher fee than the one cent presumptive fee in subdivision (b) and the 10 cent presumptive fee in subdivision (c) if it prepares and posts an itemized cost analysis establishing that its cost per page impression exceeds 10 cents or one cent, as the case may be. The cost per page impression shall include the following costs: one sheet of paper; one duplication cycle of the copying machine in terms of toner and other specifically identified operation or maintenance factors, excluding electrical power — ; ~~and one unit of operator labor calculated as the average hourly pay, excluding benefits, of the employee classification normally assigned to copy records, divided by 60, divided by the average number of copies per minute produced by the machines used in the department.~~ Any such cost analysis shall identify the ~~empty~~ classification used for the labor component and the manufacturer, model, vendor and maintenance contractor, if any, of the copying machine or machines referred to.

(e) Video copies of video recorded meetings shall be provided to the public upon request for \$10.00 or less per meeting

SEC. 67.29. Index To Records.

~~Each department may cooperate with any voluntary effort by an interested and competent individual or organization to compile a master index to the types of records it maintains, including those it creates and those it receives in the ordinary course of business. The City and County shall prepare a public records index that identifies the types of information and documents maintained by City and County's departments, agencies, boards, commissions, and elected officers. The index shall be for the use of City officials, staff and the general public, and shall be organized to permit a general understanding of the types of information maintained, by which officials and departments, for which purposes and for what periods of retention, and under what manner of organization for accessing, e.g. by reference to a name, a date, a proceeding or project, or some other referencing system. The index need not be in such detail as to identify files or records concerning a specific person, transaction or other event, but shall clearly indicate where and how records of that type are kept. Any such master index shall be reviewed by appropriate staff for accuracy and presented for formal adoption to the administrative official or policy body responsible for the indexed records. The City Administrator shall be responsible for the preparation of this records index. The City Administrator shall report on the progress of the index to the Sunshine Ordinance Task Force on at least a semi-annual basis until the index is completed. Each department, agency, commission and public official shall cooperate with the City Administrator to identify the types of records it maintains, including those documents created by the entity and those documents received in the ordinary course of business and the types of requests that are regularly received. Each department, agency, commission and public official is encouraged to solicit and encourage public participation to develop a meaningful records index. The index shall clearly and meaningfully describe with as much specificity as practicable, the individual types of records that are prepared or maintained by each department, agency, commission or public official of the City and County. The index shall be sufficient to aid the public in making an inquiry or a request to inspect any changes in the department, agency, commission or public official's practices or procedures affecting the accuracy of the information provided to the~~

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LEGAL TEXT OF PROPOSITION G (CONTINUED)

City Administrator shall be recorded by the City Administrator on a periodic basis so as to maintain the integrity and accuracy of the. Any changes in the department's practices or procedures that would affect the accuracy of the index shall thereafter be reported by the responsible staff to the board commission or elective officer, as the case may be, as the basis for a corresponding revision of the index. The index shall be continuously maintained on the City's World Wide Website and made available at public libraries within the City and County of San Francisco.

SEC. 67.29-1. Records Survive Transition of Officials.

All documents prepared, received, or maintained by the Office of the Mayor, by any elected city and county official, and by the head of any City or County Department are the property of the City and County of San Francisco. The originals of these documents shall be maintained consistent with the record retention policies of the City and County of San Francisco.

SEC. 67.29-2. Internet Access/World Wide Web Minimum Standards

Each department of the City and County of San Francisco shall maintain on a World Wide Web site or on a comparable, readily accessible location on the Internet information that it is required to make publicly available. Each department is encouraged to make publicly available through its World Wide Web site, as much information and as many documents as possible concerning its activities. At a minimum, within six months after enactment of this provision, each department shall post on its World Wide Web site all meeting notices required under this ordinance, agendas and the minutes of all previous meetings of its policy bodies for the last five years. Notices and agendas shall be posted no later than the time that the department otherwise distributes this information to the public, allowing reasonable time for posting. Minutes of meetings shall be posted as soon as possible, but in any event within 48 hours after they have been approved. Each department shall make reasonable efforts to ensure that its World Wide Web site is regularly reviewed for timeliness and updated on a least a weekly basis. The City and County shall also make available on its World Wide Web site or on a comparable, readily accessible location on the Internet a current copy of the City Charter and all City Codes.

Section 67.29-3

Any future agreements between the city and an advertising space provider shall be public records and shall include as a basis for the termination of the contract an action by, or per-

mitted by the space provider to remove or deface or otherwise interfere with an advertisement without first notifying the advertiser and the city and obtaining the advertiser's consent. In the event advertisements are defaced or vandalized, the space provider shall provide written notice to the city and the advertiser and shall allow the advertiser the option of replacing the defaced or vandalized material. Any request by any city official or by any space provider to remove or alter an advertising must be in writing and shall be a public record.

SEC. 67.29-4 Lobbyist On Behalf of the City

(a) Any lobbyist who contracts for economic consideration with the City and County of San Francisco to represent the City and County in matters before any local, regional, state, or federal administrative or legislative body shall file a public records report of their activities on a quarterly basis with the San Francisco Ethics Commission. This report shall be maintained by the Ethics Commission and not exempt from disclosure. Each quarterly report shall identify all financial expenditures by the lobbyist, the individual or entity to whom each expenditure was made, the date the expenditure was made, and specifically identify the local, state, regional or national legislative or administrative action the lobbyist supported or opposed in making the expenditure. The failure to file a quarterly report with the required disclosures shall be a violation of this Ordinance.

(b) No person shall be deemed a lobbyist under section (a), unless that person receives or becomes entitled to receive at least \$300 total compensation in any month for influencing legislative or administrative action on behalf of the City and County of San Francisco or has at least 25 separate contacts with local, state, regional or national officials for the purpose of influencing legislative or administrative action within any two consecutive months. No business or organization shall be deemed as a lobbyist under section (a) unless it compensates its employees or members for their lobbying activities on behalf of the City and County of San Francisco, and the compensated employees or members have at least 25 separate contacts with local, state, regional or national officials for the purpose of influencing legislative or administrative action within any two consecutive months. "Total compensation" shall be calculated by combining all compensation received from the City and County of San Francisco during the month for lobbying activities on matters at the local, state, regional or national level. "Total number of contacts" shall be calculated by combining all contacts made during the two-month period on behalf of the City and County of San Francisco for all lobbying activities on matters at the local, state, regional or national level.

(c) Funds of the City and County of San Francisco, including organizational dues, shall not be used to support any lobbying efforts to restrict public access to records, information, or meetings, except where such effort is solely for the purpose of protecting the identity and privacy rights of private citizens.

SEC. 67.29-5 Calendars of Certain Officials

The Mayor, The City Attorney, and every Department Head shall keep or cause to be kept a daily calendar wherein is recorded the time and place of each meeting or event attended by the official, with the exclusion of purely personal or social events at which no city business is discussed and that do not take place at City Offices or at the offices or residences of people who do substantial business with or are otherwise substantially financially affected by actions of the city. For meetings not otherwise publicly recorded, the calendar shall include a general statement of issues discussed. Such calendars shall be public records and shall be available to any requester three business days subsequent to the calendar entry date.

SEC. 67.29-6 Sources of Outside Funding

No official or employee or agent of the city shall accept, allow to be collected, or direct or influence the spending of, any money or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.

SEC. 67.29-7 Correspondence And Records Shall Be Maintained

(a) The Mayor and all Department Heads shall maintain and preserve in a professional and businesslike manner all documents and correspondence, including but not limited to letters, e-mails, drafts, memorandum, notices, reports and proposals and shall disclose all such records in accordance with this Ordinance.

(b) The Department of Elections shall keep and preserve all records and invoices relating to the design and printing of ballots and other election materials and shall keep and preserve records documenting who had custody of bal-

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LEGAL TEXT OF PROPOSITION G (CONTINUED)

lots from the time ballots are cast until ballots are received and certified by the Department of Elections.

(c) In any contract, agreement or permit between the City and an outside entity that authorizes that entity to demand an funds or fees from citizens, the City shall ensure that accurate records of each transaction are maintained in a professional and businesslike manner and are available to the public as public records under the provisions of this ordinance. Failure of an entity to comply with these provisions shall be grounds for terminating the contract or for imposing a financial penalty equal to one-half of the fees owed under the agreement or permit during the period of time when the failure was in effect. Failure of any Department Head under this provision shall be a violation of this ordinance. This paragraph shall apply to an agreement allowing an entity to tow or impound vehicles in the City and shall apply to an agreement allowing an entity to collect a fee from any persons in a pretrial diversion program.

ARTICLE IV: POLICY IMPLEMENTATION

SEC. 67.30. The Sunshine Ordinance Task Force.

(a) There is hereby established a task force to be known as the Sunshine Ordinance Task Force consisting of ~~eleven~~ thirteen voting members appointed by the Board of Supervisors. All members must have experience and/or demonstrated interest in the issues of citizen access and participation in local government. Two members shall be appointed from individuals whose names have been submitted by the local chapter of the Society of Professional Journalists, one of whom shall be an attorney and one of whom shall be a local journalist. One member shall be appointed from the press or electronic media ~~who has an interest in the issues of citizen access and participation in local government~~. One member shall be appointed from individuals whose names have been submitted by the local chapter of the League of Women Voters. ~~Five~~ Five members shall be members of the public who have demonstrated interest in or have experience in the issues of citizen access and participation in local government. Two members shall be members of the public experienced in consumer advocacy. One member shall be a journalist from a racial/ethnic-minority-owned news organization and shall be appointed from individuals whose names have been submitted by New California Media. At all times the task force shall include at least one member who shall be a member of the public who is ~~disabled~~ physically handicapped and who has demonstrated interest in citizen access and participation in local government. The Mayor or

his or her designee, and the Clerk of the Board of Supervisors ~~and~~ or his or her designee, shall serve as non-voting members of the task force. The City Attorney shall serve as legal advisor to the task force. ~~ff. Sunshine Ordinance Task Force shall, at its request, be assigned to in an attorney from within the City Attorney's Office or other appropriate City Office, who is experienced in public-access law matters. This attorney shall serve solely as a legal advisor and advocate to the Task Force and an ethical wall will be maintained between the work of this attorney on behalf of the Task Force and any person or Office that the Task Force determines may have a conflict of interest with regard to the matters being handled by the attorney.~~

(b) The term of each appointive member shall be two years unless earlier removed by the Board of Supervisors. In the event of such removal or in the event a vacancy otherwise occurs during the term of office of any appointive member, a successor shall be appointed for the unexpired term of the office vacated in a manner similar to that described herein for the initial members. The task force shall elect a chair from among its appointive members. The term of office as chair shall be one year. Members of the task force shall serve without compensation.

(c) The task force shall advise the Board of Supervisors and provide information to other City departments on appropriate ways in which to implement this chapter. The task force shall develop appropriate goals to ensure practical and timely implementation of this chapter. The task force shall propose to the Board of Supervisors amendments to this chapter. The task force shall report to the Board of Supervisors at least once annually on any practical or policy problems encountered in the administration of this chapter. The Task Force shall receive and review the annual report of the Supervisor of Public Records and may request additional reports or information as it deems necessary. The Task Force shall make referrals to a municipal office with enforcement power under this ordinance or under the California Public Records Act and the Brown Act whenever it concludes that any person has violated any provisions of this ordinance or the Acts. The Task Force shall, from time to time as it sees fit, issue public reports evaluating compliance with this ordinance and related California laws by the City or any Department, Office, or Official thereof.

(d) In addition to the powers specified above, the Task Force shall possess such powers as the Board of Supervisors may confer upon it by ordinance or as the People of San Francisco shall confer upon it by initiative.

(e) The Task Force Commission shall approve by-laws specifying a general schedule

for meetings, requirements for attendance by Task Force members, and procedures and criteria for removing members for non-attendance.

SEC. 67.31 Responsibility for Administration.

The Mayor shall administer and coordinate the implementation of the provisions of this chapter for departments under his or her control. The Mayor shall administer and coordinate the implementation of the provisions of this chapter for departments under the control of board and commissions appointed by the Mayor. Elected officers shall administer and coordinate the implementation of the provisions of this chapter for departments under their respective control. The Clerk of the Board of Supervisors shall provide a full-time staff person to perform administrative duties for the Sunshine Ordinance Task Force and to assist any person in gaining access to public meetings or public information. The Clerk of the Board of Supervisors shall provide that staff person with whatever facilities and equipment are necessary to perform said duties.

SEC. 67.32. Provision of Services to other Agencies: Sunshine Required

It is the policy of the City and County of San Francisco to ensure opportunities for informed civic participation embodied in this Ordinance to all local, state, regional and federal agencies and institutions with which it maintains continuing legal and political relationships. Offers, agents and other representatives of the City shall continually, consistently and assiduously work to seek commitments to enact open meetings, public information and citizen comment policies by these agencies and institutions, including but not limited to the President, the San Francisco Unified School District, the San Francisco Community College District, the San Francisco Transportation Authority, the San Francisco Housing Authority, the Treasure Island Development Authority, the San Francisco Redevelopment Authority and the University of California. To the extent not expressly prohibited by law, copies of all written communications with the above identified entities and any City employee, officer, agent, or and representative, shall be accessible as public records. To the extent not expressly prohibited by law, any meeting of the governing body of any such agency and institution at which City officers, agents or representatives are present in their official capacities shall be open to the public, and this provision cannot be waived by any City officer, agent or representative. The city shall give no subsidy in money, tax abatement, land or services to any

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LEGAL TEXT OF PROPOSITION G (CONTINUED)

private entity unless that private entity agrees in writing to provide the city with financial projections (including profit and loss figures) and annual audited financial statements for the project thereafter, for the project upon which the subsidy is based and all such projections and financial statements shall be public records that must be disclosed.

SEC. 67.33. Department Head Declaration

All City department heads and all City management employees and all employees or officials who are required to sign an affidavit of financial interest with the Ethics Commission shall sign an annual affidavit or declaration stating under penalty of perjury that they have read the Sunshine Ordinance and have attended or will attend when so offered, a training session on the Sunshine Ordinance, to be held at least once annually. The affidavit or declarations shall be maintained by the Ethics Commission and shall be available as a public record. Annual training shall be provided by the San Francisco City Attorney's Office with the assistance of the Sunshine Ordinance Task Force.

SEC. 67.34. Willful Failure Shall be Official Misconduct

The willful failure of any elected official, department head, or other managerial city employee to discharge any duties imposed by the Sunshine Ordinance, the Brown Act or the Public Records Act shall be deemed official misconduct. Complaints involving allegations of willful violations of this ordinance, the Brown Act or the Public Records Act by elected officials or department heads of the City and County of San Francisco shall be handled by the Ethics Commission.

SEC. 67.35. Enforcement Provisions

(a) Any person may institute proceedings for injunctive relief, declaratory relief or writ of mandate in any court of competent jurisdiction to enforce his or her right to inspect or to receive a copy of any public record or class of public records under this Ordinance or to enforce his or her right to attend a meeting required under this Ordinance to be open or to compel such meeting to be open.

(b) A court shall award costs and reasonable attorneys' fees to the plaintiff who is the prevailing party in an action brought to enforce this Ordinance.

(c) If a court finds that an action filed pursuant to this section is frivolous, the City and County may assert its rights to be paid its reasonable attorneys' fees and costs.

(d) Any person may institute proceedings for enforcement and penalties under this act in any court of competent jurisdiction or before the Ethics Commission if enforcement action is

not taken by a city or state official 40 days after a complaint is filed.

SEC. 67.36. Sunshine Ordinance Supersedes other local laws

The provisions of this Sunshine Ordinance supersede other local laws. Whenever a conflict in local law is identified, the requirement which would result in greater or more expedient public access to public information shall apply.

SEC. 67.37. SEC. 67.33 Severability.

The provisions of this chapter are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this chapter, or the invalidity of the application thereof to any person or circumstances, shall not affect the validity of the remainder of this chapter, or the validity of its application to other persons or circumstances.

-end of Chapter 67-

SECTION. 3. SEVERABILITY.

The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this chapter, or the invalidity of the application thereof to any person or circumstances, shall not affect the validity of the remainder of this chapter, or the validity of its application to other persons or circumstances.

SECTION. 4. EFFECTIVE DATE

This ordinance shall become effective on January 1, 2000.

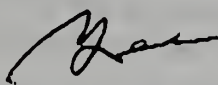
**OFFICE OF THE GENERAL COUNSEL**

31 GOUGH STREET • SAN FRANCISCO, CA 94103 • 415. 241.2294 • FAX 415. 241.2331

MEMORANDUM

DATE: November 9, 1999

TO: Dr. Philip R. Day, Jr. Chancellor

FROM: Ronald Lee, General Counsel 

SUBJECT: Proposition G - Sunshine Ordinance Amendment

Last Friday, I furnished you a copy of Proposition G which was passed by the voters in the election on Tuesday, November 2, 1999. Proposition G is an amendment to a pre-existing Sunshine Ordinance.

The issue is whether the amended ordinance is applicable to the SFCCD. The original ordinance was never interpreted as being applicable to the SFCCD by any City and County official. (As a matter of fact, in 1994, the Board of Supervisors urged five public entities, including the SFCCD, to voluntarily follow the Sunshine Ordinance, acknowledging that the ordinance did not apply to these entities. The SFCCD declined the invitation stating that the Brown & Public Record Acts provided ample protection to the public's right to know.)

I don't see any basis for anyone to propose that the amended ordinance should be applicable to the SFCCD.

A California Constitutional provision (Article XI, § 5 (a)) provides that a city charter authorizes the city governed by the charter to "make and enforce ordinances and regulations in respect to municipal affairs." Proposition G is framed as part of the San Francisco Municipal/Administrative Code, and relates to a "municipal affair." It has been judicially established that education is not a municipal affair (Hall v. City of Taft (1956) 47 Cal.2d 177, 179). It follows that the SFCCD which is an educational entity should not be subject to the jurisdiction of a municipal body like the Board of Supervisors or be subject to a municipal ordinance like Proposition G, unless otherwise provided for in some other statute.

Perhaps there is some confusion as to the authority of the City over the SFCCD because the Charter of the City and County of San Francisco (Section 8.101) establishes and describes the Board of the SFCCD, unlike every other community college district whose boards are established as provided for in the Education Code. But the Charter of the City and County of San Francisco is able to establish the SFCCD's Board because of another provision in the California Constitution (Article IX, § 16 (a)) which permits a charter to provide "... the manner in which, the times at which, and the terms for which the members of boards of education shall be elected or appointed, for their qualifications, compensation and removal, and for the numbers which shall constitute any one of such

BOARD OF TRUSTEES

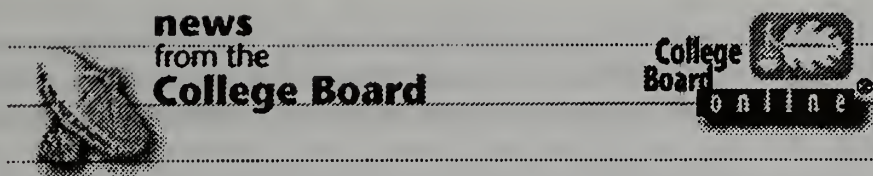
LAWRENCE WONG, PRESIDENT • ANITA GRIER, VICE PRESIDENT • NATALIE BERG
ROBERT E. BURTON • JAMES HASKELL MAYO, II. • RODEL E. RODIS • ROBERT P. VARNI
DR. PHILIP R. DAY, JR., CHANCELLOR

Memo to Chancellor Day
November 9, 1999
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boards." By its own terms, this provision in the constitution is limited. It does not give authority to the City and County of San Francisco over educational matters.

Please note that I also contacted the City Attorney's office recently, and they agree with me that the City has no Jurisdiction over the SFCCD regarding Proposition G.

I trust this explains why Proposition G is not applicable to the SFCCD. Of course, as I noted earlier when I faxed the text of Proposition G to you, it is conceivable the City might require SFCCD compliance as a condition of entering into agreements with this District. However, I would not discuss that issue with anyone so as not to give the City the idea of doing just that.



Reaching the Top: A Report of the National Task Force on Minority High Achievement

Executive Summary

Introduction

The College Board organized the National Task Force on Minority High Achievement in 1997 to study and make recommendations for addressing a crucial, if little known, national issue: the chronic shortage of African-American, Latino, and Native American students who achieve at very high levels academically. Because of this shortage, the vast majority of students who earn high grades in school, who score highly on standardized tests, and who earn bachelor's and advanced degrees are still White and Asian American.

In creating the Task Force, a group of 31 distinguished leaders from education and other sectors, the College Board recognized that until many more students from these underrepresented groups become high achievers, it will be virtually impossible to integrate completely the professional and leadership ranks of our society. Our nation also will not come close to tapping the full range of talents of our population in an era when the value of an educated citizenry has never been greater and the minority share of the population is growing rapidly.

During their research and deliberations over the past two years, members of the Task Force found the minority high achievement problem to be far-reaching. It extends to the academic underachievement of minority students at virtually all socioeconomic levels. Even minority students who have done very well in high school are often unable to maintain the same high level of academic achievement in college.

The Task Force has concluded that the limited presence of Blacks, Hispanics, and Native Americans among top students is a product of several forces, including intense poverty experienced by many minority youngsters, schools with inadequate resources, racial and ethnic prejudice, the limited educational resources of many minority families and communities, and even cultural differences.

Encouragingly, however, a number of proven or promising strategies for raising minority achievement levels are now available. Thus, there is every reason to believe that substantial growth in the number of top minority students can be achieved in the future. *Making substantial progress will require the pursuit of an extensive array of public and private policies, actions, and investments. These initiatives collectively provide much more opportunity for academic development for underrepresented minority students through their schools, colleges, universities, homes, and communities. The Task Force summarizes this as a commitment to affirmative development. This commitment reflects a recognition that*

underachievement among minority students will need to be addressed wherever it occurs and with every means available. It will require leadership from a diverse group of societal actors, ranging from minority parents and communities to officials of higher education institutions.

Dimensions of the Minority High Achievement Problem

A bachelor's degree and usually an advanced degree are now required for entry into most professions in this country. Yet, African Americans, Latinos, and Native Americans remain heavily underrepresented among higher education degree recipients. In 1995, they accounted for only 13% of the bachelor's degrees, 11% of the professional degrees, and 6% of the doctoral degrees awarded by U.S. colleges and universities, despite making up about 30% of the under-18 population.

A similar situation exists in terms of school grades and standardized test scores. Among high school seniors in 1998, Blacks, Hispanics, and Native Americans made up only about one-tenth of the students who scored at the highest level on the federal government's National Assessment of Educational Progress (NAEP) reading, math, and science tests. That year, these groups accounted for only about one in twenty of the students who had very high scores on the SAT I, scores typical of individuals admitted to highly selective colleges and universities.

Moreover, this pattern of heavy underrepresentation of these groups among top students emerges rapidly in the early years of school and changes little thereafter. For example, minority-majority test score gaps on NAEP tests in the fourth grade are very similar to those found on NAEP tests in the twelfth grade.

Educators have long recognized that minority-majority academic achievement gaps are associated in part with the high percentages of African-American, Latino, and Native American students growing up in disadvantaged circumstances. This is an important factor, because students from low-income homes, or from families in which the parents have little formal education, generally do much less well in school than students from advantaged families. This pattern explains why efforts to raise minority achievement levels have focused heavily over the years on urban school districts that serve large numbers of disadvantaged minority youngsters.

But this is only part of the story. At virtually all social class levels, underrepresented minority students are not doing nearly as well in school as their White and Asian American counterparts, particularly as measured by NAEP and other standardized tests. Significantly, much lower percentages of both poor and middle-class minority students are high achievers than is the case for Whites and Asians.

Since most top students in the United States and other industrialized nations are drawn from educationally and economically advantaged families, the much lower than expected performance of middle-class students from underrepresented groups is a very serious matter. It is made even more serious by the fact that the number of middle-class African-American and Latino students is growing—and they are not doing nearly as well as European Americans or Asian Americans in affluent suburban school systems across the country that have historically had many high achieving White students.

Another significant dimension of the minority high achievement problem is at the college

level. Research has documented that African American, Latino, and Native American students earn significantly lower grades at traditionally White colleges and universities than White and Asian students who have similar college admission test scores. Importantly, this pattern has been found among top Black and Hispanic students attending selective institutions. Thus, while increasing the number of top minority students at the elementary and secondary school levels is essential, these gains will be diluted if many students are subsequently unable to continue to achieve at high levels in college.

Sources of Achievement Differences

Efforts to eliminate educational differences among groups must address the enormous challenges facing poor children, their families, and the schools that serve them. This is especially true for efforts to eliminate the shortage of minority high achievers. The Task Force found that one of the greatest poverty-related obstacles is family and school instability. Poor families tend to move frequently in urban areas, and the associated school changes disrupt their children's education.

Because of the high turnover of students in low-income schools, the pace of the curriculum often slows down, which undermines learning even for the students who do not move. Teachers are often less experienced, have fewer credentials, and turn over more rapidly in these schools. With Latinos and African Americans expected to become an increasingly large majority of disadvantaged students in the years ahead, the consequences of poverty on racial and ethnic achievement gaps almost certainly will continue to be substantial.

The Task Force believes that differences in education levels of parents are another significant source of racial and ethnic achievement gaps. Parents who have earned college degrees tend to know much more about how to support their children's educational development than do parents with a high school education or less. Well-educated parents often are able to do many things for their children—such as read extensively to their preschoolers, seek out tutors, or help their children gain access to college preparatory classes—that can be especially helpful in fostering high achievement.

European Americans and Asian Americans still account for most students who have parents with college degrees, and Latinos and African Americans constitute the majority of students who have parents without high school diplomas. Finding ways to reduce the impact of these parental skill gaps may be an essential part of efforts to increase the number of top students from underrepresented groups for years to come.

The Task Force found compelling evidence that racial and ethnic prejudice and discrimination continue to take a toll on the achievement of minority students in several ways. One way is through the lower academic expectations that some teachers may have for African-American, Latino, and Native American students than for White and Asian students. Another way is that some underrepresented students' confidence and performance in demanding academic situations may be eroded by the longstanding negative stereotype that their groups are less academically capable than White students for innate or cultural reasons. An additional concern is that some disadvantaged minority students may lower their academic effort partly out of a belief that success in school is only for White or Asian students.

The Task Force also looked closely at the growing evidence that cultural differences contribute to achievement gaps among groups. Some of these differences are school-related,

such as having a curriculum that does not effectively tap students' cultural experiences. Others relate to differences among groups in how families and communities support their children's academic development. For example, using their own resources, the most academically successful groups provide much more extensive supplementary education opportunities than less successful groups, from preschool through high school. Some also are more effective at helping their children learn how to work together to improve their academic performance. This can contribute to stronger peer support for high academic achievement.

Although definitive assessments of the impact of these factors on group achievement gaps are not yet available, the Task Force concluded that collectively these factors are having a major impact on the underrepresentation of minorities among top students.

Strategies for Improving Minority Achievement

The Task Force reviewed strategies that are being pursued in the current period of educational reform to improve minority achievement, including strengthening preschool and parent education programs, raising elementary and secondary school academic standards, and pursuing school-level changes in such areas as curriculum, instruction, teacher professional development, and home-school relations. The Task Force found that most of these efforts are targeting disadvantaged minority students who are at risk of achieving at low levels. For example, this has been a primary focus of efforts to expand early childhood education and parent education programs.

Unsurprisingly, these efforts also tend to be evaluated in terms of how many low-performing students are brought to acceptable achievement levels. Little attention is given to whether these efforts have a capacity to increase the number of high-achieving disadvantaged students. Addressing unmet educational needs of middle- and high-income minority students is largely outside the focus of this work.

Nonetheless, the Task Force found evidence that some elementary school reform strategies, in particular, can help increase the number of disadvantaged students who perform at well above average achievement levels. These strategies tend to have academically rich curricula and instructional approaches that offer students sufficient opportunities to master key knowledge and skills (such as reading). They also may stress the development of strong home-school relationships. And, they tend to emphasize teacher development and support, in order to ensure that the programs are implemented as intended.

State efforts to raise educational standards hold promise of helping to increase the number of top minority students, because many states are now monitoring achievement patterns at the district and school level by race and ethnicity. But these monitoring systems have not yet begun to focus heavily on minority representation among top students.

Similar to school reform, many efforts to expand after-school and other supplementary education opportunities for minority students are focused on programs for helping low-achieving disadvantaged students. This is increasingly true in large urban school systems in which many disadvantaged minority students are at risk of being retained in grade as education standards are raised. However, the Task Force believes that some of these out-of-school interventions have the potential to help improve the academic performance and productivity of a wide range of minority students.

In higher education, the Task Force also found little institutional attention being given to efforts to increase the number of high-achieving minority students. This is occurring despite growing evidence that many of the most academically promising African-American and Latino students are not performing as well as their European American and Asian American counterparts. Yet, the Task Force also found that several proven and promising programs exist at colleges and universities around the country for promoting high academic performance among minority students. These programs often provide students with an active system of personal support and advising; opportunities to gain in-depth knowledge and skills in areas such as mathematics that are central to success in their majors; opportunities to develop strong academically oriented peer networks; and sufficient financial aid so that students can devote full attention to their studies.

Recognizing that a great deal remains unknown concerning the causes and dynamics of academic underproductivity in some groups of ethnic minority students, the Task Force also recommended that the College Board lead a program of research and development focused on better understanding and facilitating high academic achievement in African-American, Latino, and Native American students. The R&D program should include:

- A competitive program of solicited research investigations guided by a study group responsible for issuing RFPs and reviewing proposals;
- A Consortium of Ethnic Minority Scholars to study the correlates of high, mid-level, and low academic achievement in several groups of African-American, Caribbean American, Latino, and Native American students;
- A Consortium of Education Research Scientists and Practitioners to design and conduct research and evaluation studies which will inform the work of the Network of Suburban/Urban School Systems, a network organized to mount a concerted attack on the problem of minority student academic underproductivity;
- A pre- and post-doctoral fellowship program designed to encourage and support scholars who will study the problems related to ethnic minority students' academic underproductivity.

Recommendations for Action

The Task Force has concluded that, if the number of top African-American, Latino, and Native American students is to grow rapidly, promoting high minority achievement will need to become a priority at all levels of the educational system. In addition, underrepresented minority students will need access to a much expanded set of supplementary education opportunities outside the schools.

In higher education, the Task Force is calling for senior college and university officials to make raising minority achievement, including increasing the number of top students, a priority on par with increasing minority enrollment, retention, and graduation rates.

Operationally, this not only will require a commitment to eliminating differences in achievement between similarly prepared minority and majority students but the creation of organizational capacities designed to address them. The Task Force recommends that colleges and universities organize consortia to promote widespread use of strategies available for helping minority students perform at high levels. Colleges and universities,

along with state education agencies, should create information systems designed to monitor progress and to help inform efforts to design more effective strategies.

At the K-12 level, the Task Force recommends that local, state, and federal educational leaders place the goal of increasing the number of top minority students high on the school reform agenda. From an operational standpoint, this means testing and selecting promising elementary and secondary school reform approaches partly from the perspective of whether they help increase the number of minority high achievers. It also means testing and using the best of these strategies in a wide range of schools, from those serving high concentrations of disadvantaged students to those with more middle-class populations.

The Task Force recommends that policymakers work to expand access to high-quality preschool and parent education programs to underrepresented minority children and parents from all socioeconomic levels, not simply the disadvantaged.

The Task Force recommends that national and community organizations concerned with improving minority education work with educational reformers and researchers to expand and strengthen supplementary education opportunities available to underrepresented minority students, from preschool through high school. Although many after-school, weekend, and summer programs are currently designed to serve low-achieving disadvantaged youngsters, much of the expansion of supplementary education also should target high-achieving and above-average students from all social classes. The objective should be to provide supplementary education opportunities for underrepresented minorities that are equivalent in scope and quality available to many youngsters from the nation's most academically successful groups.

The Task Force recommends that minority leaders and parents become stronger advocates for school reform and supplementary education approaches for increasing the number of top minority students. Where feasible, minority parents should become more directly involved in providing or arranging for supplementary education for their children.

Because public investment in the creation of strategies to increase the number of top Black, Hispanic, and Native American students is still very limited, the Task Force recommends that foundations make substantial investments in this area. Corporations also should provide more philanthropic support for such initiatives, as should government agencies in a position to invest in minority education in their fields of interest.

Conclusion

The continued educational underdevelopment of so many segments of the African-American, Latino, and Native-American communities makes a very strong case for expanding their access to good schools and to high-quality colleges and universities, the latter of which have been a primary focus of affirmative action. However, as the Task Force has found, expanded access does not translate directly into higher academic achievement. This is why the Task Force has issued a wide-ranging set of recommendations that, collectively, will provide many more opportunities for academic development for underrepresented minority students through the schools, colleges, and universities they attend, through their homes, and through their communities. This is what the Task Force means by instilling a commitment to a policy of affirmative development across many sectors of society. It is a policy that not only can and should emerge but is already emerging.

Task Force Urges 'Affirmative Development' Strategies to Promote Minority High Achievement

Reaching the Top - (.pdf file; 228K) This report is available in PDF format. You will need Adobe Acrobat to read and print this file.



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Date: November 10, 1999
To: Board of Trustees
From: Dr. Philip R. Day, Jr., Chancellor 
Re: 1999-2000 Financial Report as of November 10, 1999

1999-2000 Fiscal Year (Cost-to-Continue Plus Budget):

Summary by Activity: (36.26% of the fiscal year has been completed)

- 37.07% of the budget has been expended/encumbered

Summary by Expenditure Category:

- Estimating that 98.42% of the expenditure budget will be expended
- Projecting an ending balance totaling \$2.11 million
- Projected expenditures include an additional \$500,000 to increase the Spring 2000 course offerings in an effort to increase enrollment
- Fringe benefits estimated higher as a result of increasing health care costs for current and retired employees

James Kendrix will further review and highlight all of this information during the Financial Report section of our upcoming meeting.

Thanks and if you have any questions in advance of our meeting, please don't hesitate to contact James (241-2259), Peter (241-2229), or myself (239-3303).

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City College of San Francisco
1999-2000 General Fund Unrestricted Budget-Expenditure Summary
As of November 9, 1999

Summary by Activity

	[A] Annual Budget	[B] Expenditures	[C] Encumbrances	[D] Available Balance	[B]+[C]/[A] Percent Expended & E Available	[D]/[A] Percent Available
Instruction	\$ 85,206,966	\$ 29,148,798	\$ 687,268	\$ 55,370,900	35.02%	64.98%
Student Services	12,805,508	4,048,694	231,687	8,525,127	33.43%	66.57%
Operating & Maintenance	14,335,171	3,940,577	2,768,898	7,625,696	46.80%	53.20%
Planning and Policy Making(1)	3,723,022	1,010,670	326,705	2,385,647	35.92%	64.08%
General Institutional Services (2) (3)	17,992,557	5,366,615	2,161,159	10,464,783	41.84%	58.16%
Total	\$ 134,063,224	\$ 43,515,354	\$ 6,175,717	\$ 84,372,153	37.07%	62.93%

(1) Includes: Chancellor's Office, Research and Planning, General Counsel, Chief Operating Officer, Affirmative Action, Public Relations, Facilities and Planning.

(2) Includes: Human Resources, Staff Development, Staff Diversity, Business Services, Administrative Services, Central Services, Information Technology Services.

(3) Budget Amount includes \$1.8 million for wage adjustments.

Summary by Expenditure Category (1)

	Annual Budget (2)	Year to Date Expenditures	Encumbrances	[A] Available Balance	[B] Projected Exp. 11-09-99/6-30-00	Projected Annual Costs	[A] - [B] Estimated Balance
Academic Salaries	\$ 69,854,468	\$ 24,956,615	\$ -	\$ 44,897,853	\$ 43,886,496	\$ 68,843,111	\$ 1,011,357
Classified Salaries	\$ 27,800,110	7,680,267	0	20,119,843	19,131,952	26,812,219	.987,891
Employee Benefits	\$ 18,543,640	5,612,427	146,602	12,784,611	12,900,000	18,659,029	(115,389)
Supplies & Materials	\$ 2,287,751	529,616	667,184	1,090,951	1,040,000	2,236,800	50,951
Other Expenses	\$ 10,648,618	2,959,045	4,807,225	2,882,348	2,725,000	10,491,270	157,348
Capital Outlay	\$ 2,181,195	1,613,800	239,995	327,400	320,000	2,173,795	7,400
Other Outgo	\$ 879,662	163,584	314,711	401,367	388,000	866,295	13,367
Unallocated (1)	\$ 1,867,780	-	0	1,867,780	1,867,780	1,867,780	-
Total Unrestricted	\$ 134,063,224	\$ 43,515,354	\$ 6,175,717	\$ 84,372,153	\$ 82,259,229	\$ 131,950,300	\$ 2,112,924

(1) Estimated 1999-00 Revenue and Resources total \$133.2 million.

(2) Budget Amount column includes \$1.1 million for 1998-99 encumbrances.

Prepared by: Business Services
11/10/99

